SHARP CORPORATION

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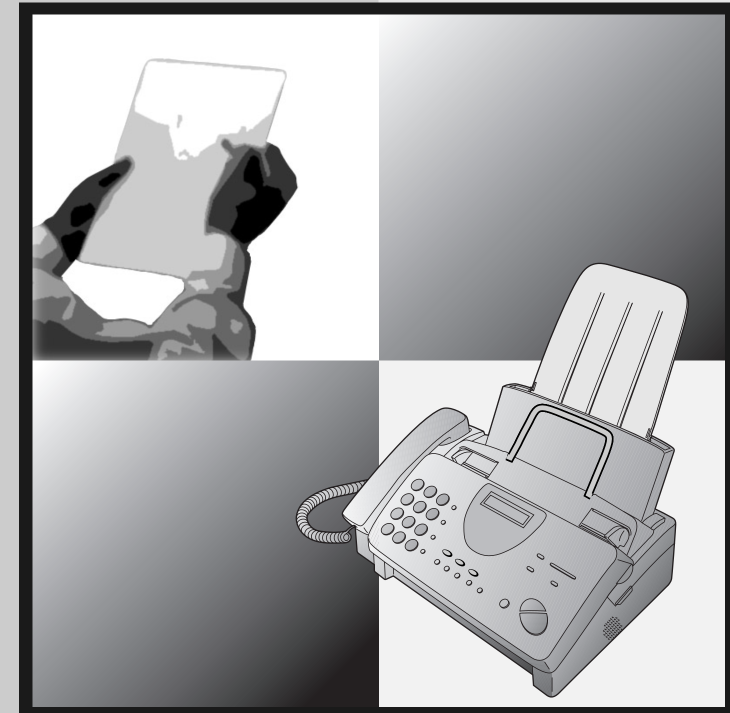
FO-785 FACSIMILE 傳真機 SHARP

SHARP

香港電器安全規格
(國際電工委員會規格適合)

MODEL 型號

FO-785



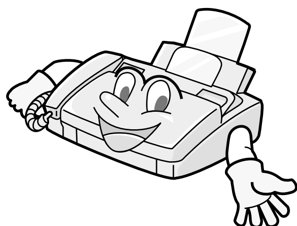
FACSIMILE

OPERATION MANUAL

傳真機

使用手冊

Introduction



Welcome, and thank you for choosing a Sharp facsimile! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	Rapid Key Dialling: 8 numbers Speed Dialling: 80 numbers
Imaging film	Initial starter film (included with fax machine): 10 m roll (approx. 30 A4 pages) Replacement film: **FO-3CR** 30 m roll (two rolls in package, one roll yields approx. 95 A4 pages)
Automatic document feeder	10 sheets max.
Memory size*:	512 KB (approx. 30 average pages with ECM turned off)
Modem speed	14400 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Reception modes	FAX, TEL, TEL/FAX, A.M.
Resolution	**Horizontal:** 8 lines/mm **Vertical:** Standard: 3.85 lines/mm Fine/Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm

* Based on ITU-T Test Chart #1 at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Display	16-digit LCD display
Recording system	Thermal transfer recording
Halftone (greyscale)	64 levels
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Compression scheme	MH, MR, MMR
Scanning method	Sheet-feeder CIS (Contact Image Sensor)
Effective printing width	204 mm max.
Input document size	**Automatic feeding:** Width: 148 to 210 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 210 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Contrast control	Automatic/Dark selectable
Copy function	Single/Multi-copy/Sort-copy (99 copies/page)
Telephone function	Standard (Cannot be used for incoming/outgoing if power fails)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	5 to 35°C
Humidity	Maximum: 85 %
Power consumption	Stand-by: 2.3 W Maximum: 115 W
Dimensions	Width: 343 mm Depth: 313 mm Height: 312 mm
Weight	Approx. 3.4 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.
- This machine must only be connected to a 220-240 V, 50-60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet may damage the machine.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.
- Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power lead.
- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot safely remove, unplug the machine and consult a qualified service representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

- Never install telephone wiring during a lightning storm.
- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The socket-outlet must be installed near the equipment and must be easily accessible.

Important:

- This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine on a telephone line using any of these services, you may experience errors during transmission and reception of facsimile messages.
- This facsimile machine is not compatible with digital telephone systems.

Table of Contents

Chapter 1

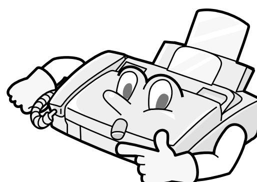
Installation

Unpacking Checklist

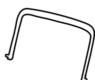
Before setting up, make sure you have all of the following items.

If any are missing, contact your dealer or retailer.

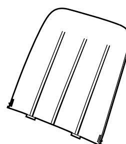




Original document support



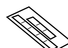
Paper tray extension



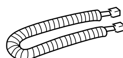
Handset



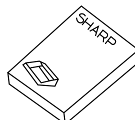
Rapid key labels



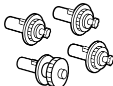
Handset lead



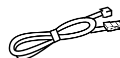
Operation manual



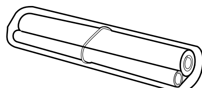
Gears (4)



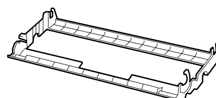
Telephone line cord



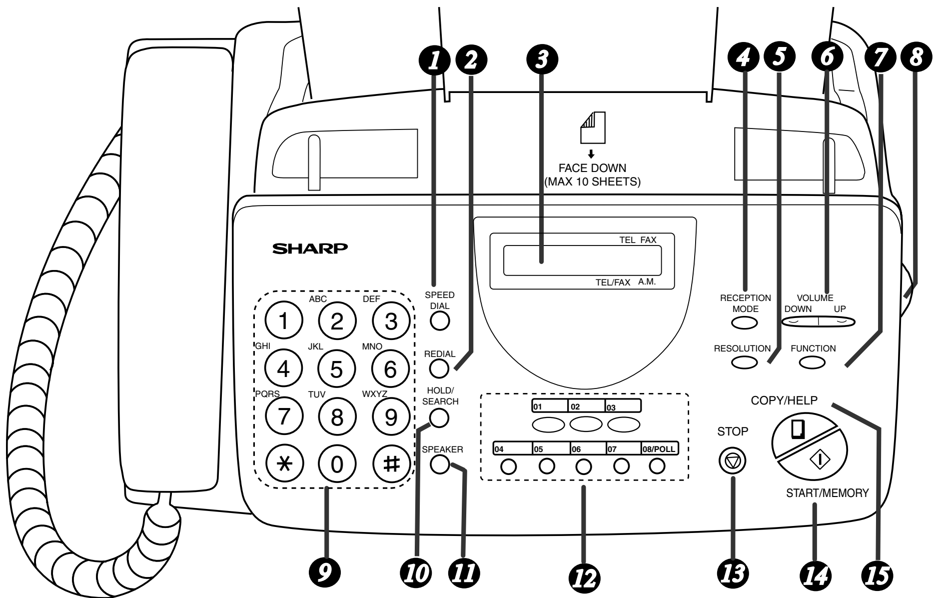
Imaging film (initial starter roll)



Imaging film cartridge



A Look at the Operation Panel



1 **SPEED DIAL key**
Press this key to dial a 2-digit Speed Dial number.

2 **REDIAL key**
Press this key to automatically redial the last number dialled.

3 **Display**
This displays messages and prompts during operation and programming.

4 **RECEPTION MODE key**
Press this key to select the reception mode. An arrow in the display will point to the currently selected reception mode.

5 **RESOLUTION key**
Press this key to adjust the resolution and contrast before sending or copying a document.

❻ **VOLUME keys**
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

❼ **FUNCTION key**
Press this key to select various special functions.

❽ **Panel release**
Grasp this finger hold and pull toward you to open the operation panel.

❾ **Number keys**
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

❿ **HOLD/SEARCH key**
Press this key to search for an automatic dialling number, or, during a phone conversation, press this key to put the other party on hold.

⓫ **SPEAKER key**
Press this key to hear the line and fax tones through the speaker before sending a document, or dialling a voice number.
Note: **This is not a speakerphone**. You must pick up the handset to talk with the other party.

⓬ **Rapid Dial Keys**
Press one of these keys to dial a fax or voice number automatically. (Note that you must attach the Rapid Key labels.)

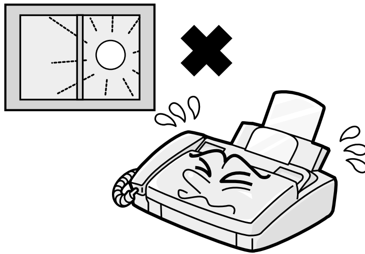
⓭ **STOP key**
Press this key to cancel operations before they are completed.

⓮ **START/MEMORY key**
Press this key to send or receive a document, or to scan a document into memory before sending it.

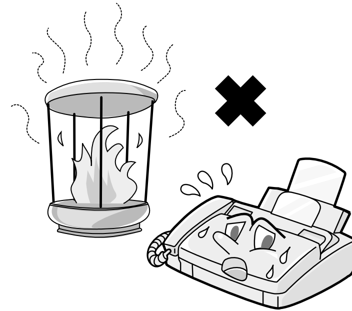
⓯ **COPY/HELP key**
When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax.

Connections

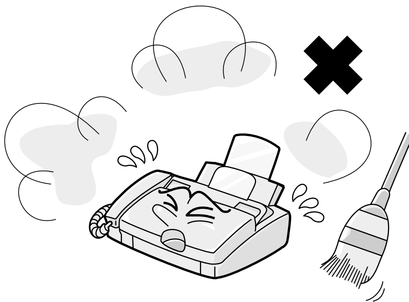
Points to keep in mind when setting up



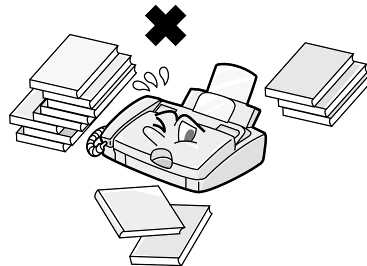
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

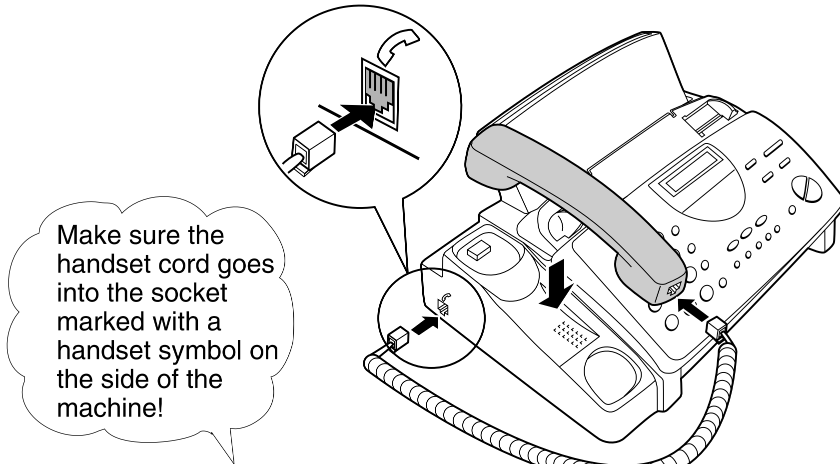
About condensation

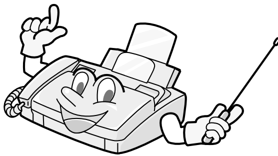
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Handset

Connect the handset as shown and place it on the handset rest.

♦ The ends of the handset lead are identical, so they will go into either socket.







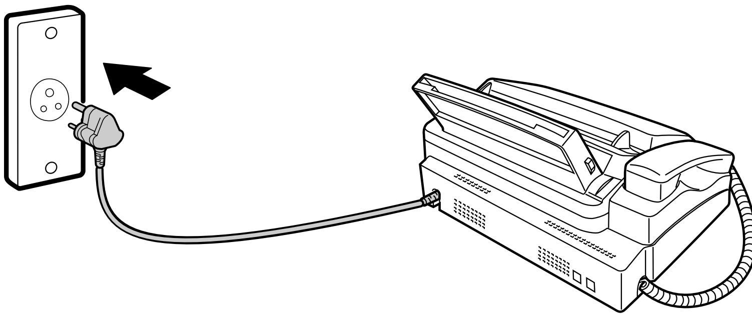
Use the handset to make ordinary phone calls, or to transmit and receive documents manually.

Power lead

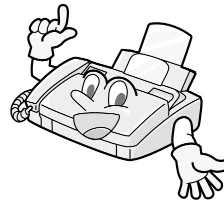
Plug the power lead into a 220-240 V, 50-60 Hz, earthed (3-prong) AC outlet.

Caution!

Do not plug the power lead into any other kind of outlet. This will damage the machine and is not covered under the warranty.



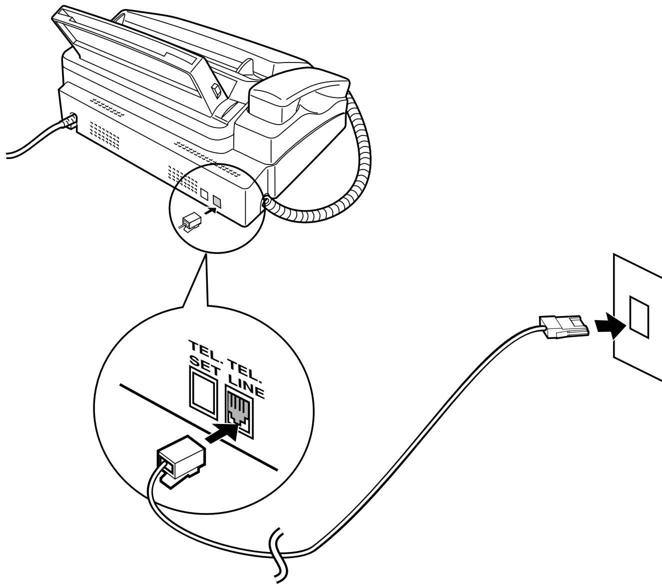
The machine does not have a power on/off switch, so the power is turned on and off by simply plugging or unplugging the power lead.



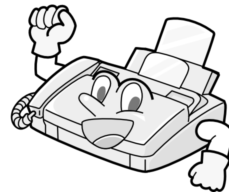
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.



Be sure to insert the telephone line cord into the **TEL. LINE** socket. **Do not** insert it into the **TEL. SET** socket.



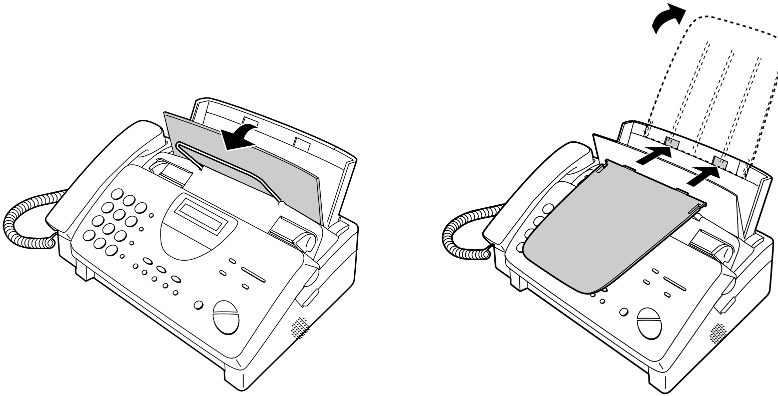
Comments:

- Your fax is set for tone dialling. If you are on a pulse only dial line, you must set the fax for pulse dialling by changing Option Setting 9. This procedure is described in Chapter 8, *Option Settings*.
- If you intend to use a computer fax modem on the same phone line, you must reset Option Setting 14 (Fax Signal Receive) to NO in order to prevent transmission and reception errors. This procedure is described in Chapter 8, *Option Settings*.

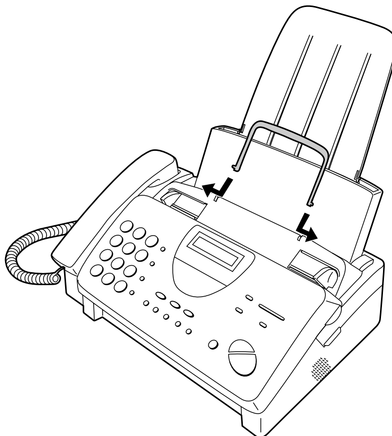
Trays

Attach the paper tray extension.

♦ Pull the paper release plate forward. Insert the paper tray extension horizontally into the notches in the paper tray. Rotate the paper tray extension up until it snaps into place.



Attach the original document support.



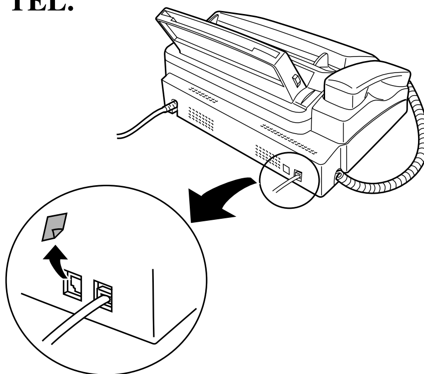
Note: The original document support has a top side and a bottom side. If you cannot insert the tabs on the support into the holes, turn the support over.

Extension phone (optional)

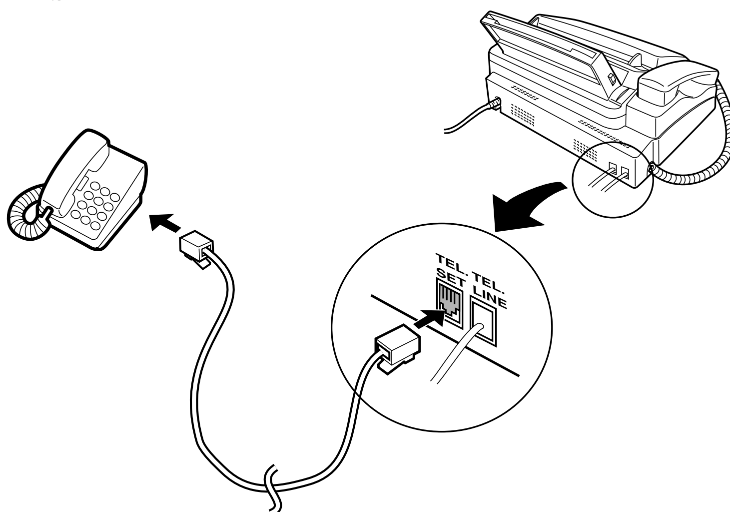
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

♦ To connect an answering machine to your fax, see Chapter 6, *Answering Machine Connection*.

1 Remove the seal covering the **TEL. SET** socket.



2 Connect the extension phone line to the **TEL. SET** socket .



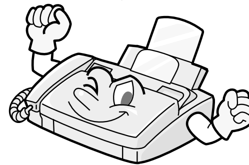
Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 30 A4 pages.

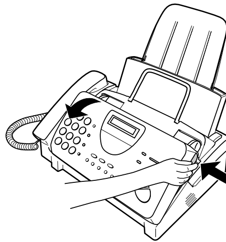


When replacing the film, use a roll of Sharp FO-3CR imaging film. One roll can print about 95 A4 pages.

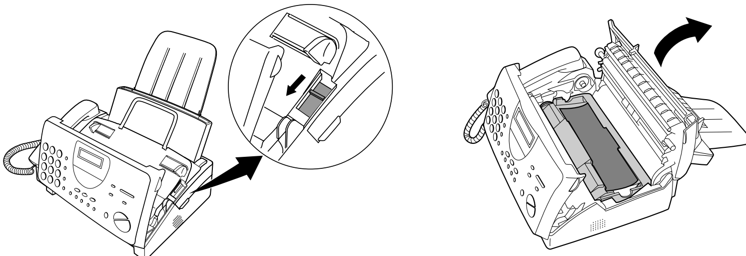


Note: If there is paper in the paper tray, pull the paper release plate forward and remove the paper before loading the imaging film.

1 Open the operation panel by grasping the finger hold and pulling up.

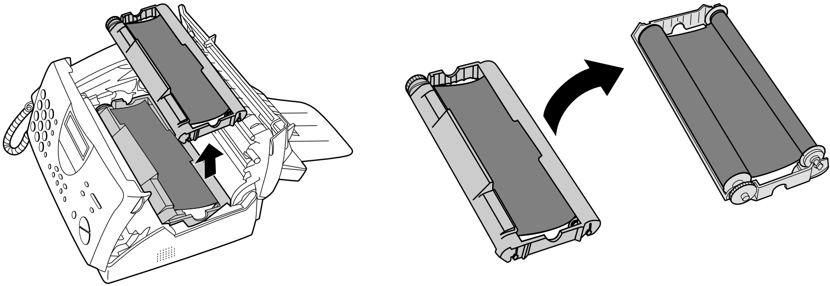


2 Pull the green release on the right side of the machine forward, and open the print compartment cover.

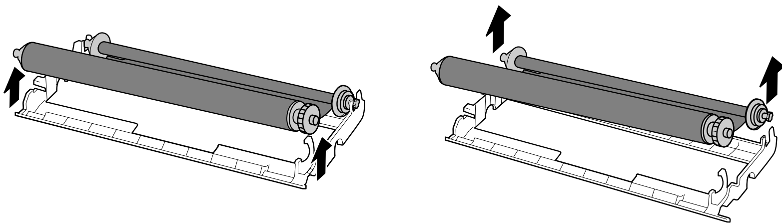


If you are installing the imaging film for the first time, go to Step 6.

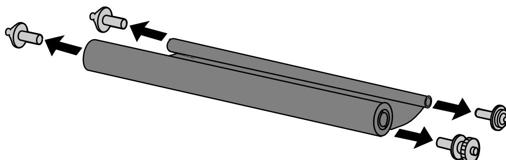
3 Remove the imaging film cartridge from the print compartment (grasp the handle at the front of the cartridge) and turn it over.



4 Remove the used film from the cartridge.

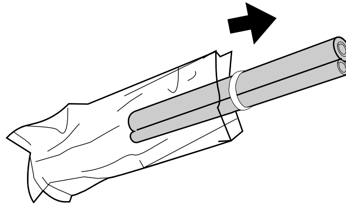


5 Remove the four green gears from the used film.
DO NOT DISCARD THE FOUR GREEN GEARS!



6 Remove the new roll of imaging film from its packaging.

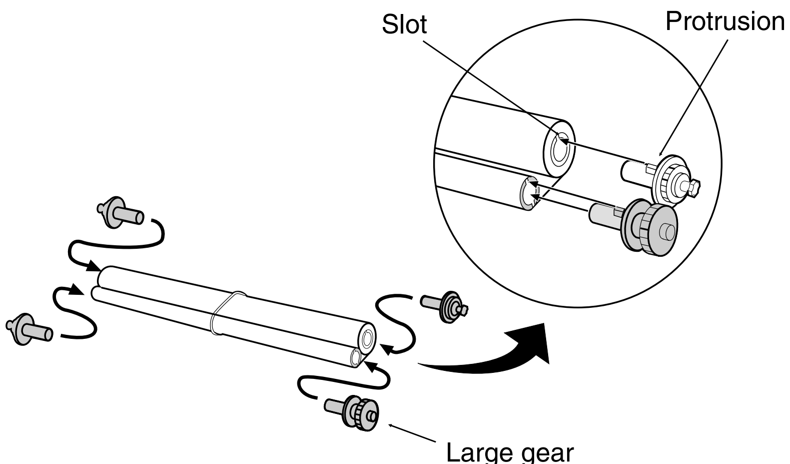
- Do not yet remove the band that holds the rolls together.



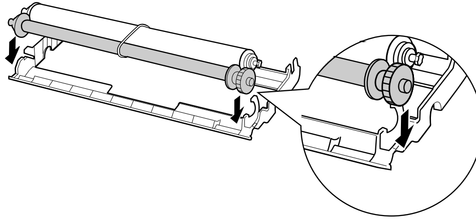
7 Insert the large gear into the green end of the empty spool. Make sure the two protrusions on the large gear fit firmly into the slots in the end of the spool.

Insert the remaining three gears into the spools, making sure the protrusion on each gear fits firmly into one of the slots in the end of each spool.

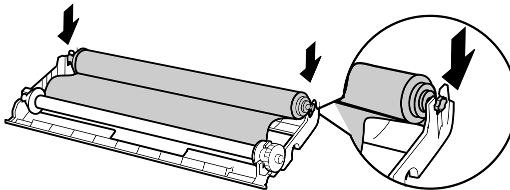
- If needed, pull the spools apart slightly to allow the gears to fit (the band will stretch).



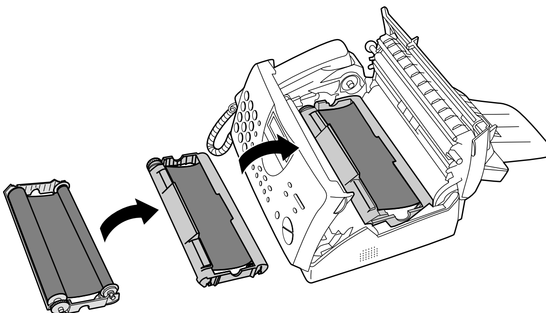
8 Insert the large gear into the large holder on the imaging film cartridge (make sure it clicks into place), and then insert the small gear on the other end of the spool into its holder.



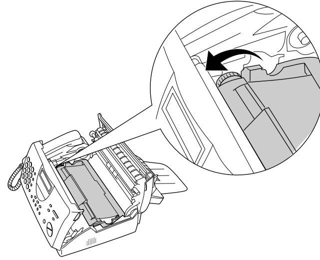
9 Cut the band that holds the two spools together. Unroll the film slightly and insert the small gears into their holders.



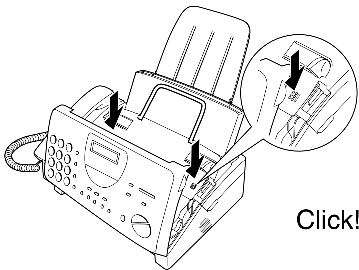
10 Turn the cartridge over, grasp the handle, and insert the cartridge into the print compartment.

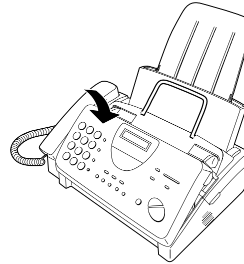


11 Rotate the large gear toward you until the film is taut.



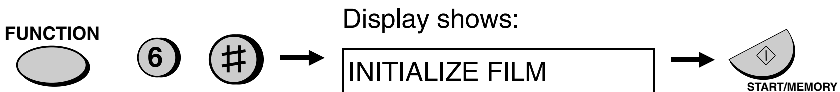
12 Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.





13 Load paper in the paper tray and then press the following keys to initialize the film.

Note: Paper must be loaded before the film can be initialized. To load paper, see the following section, *Loading Printing Paper*.



When to replace the imaging film

Replace the imaging film when the display shows:

FILM END

Use the following imaging film, which is available from your dealer or retailer:

Sharp FO-3CR Imaging Film

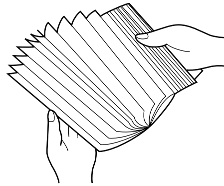
Loading Printing Paper

You can load A4 size paper in the paper tray. The maximum number of sheets is:

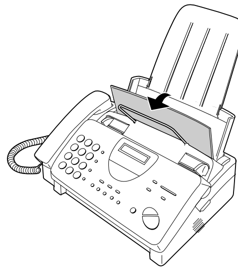
♦ **60** for paper from 60 to 75 g/m^2

♦ **50** for paper from 75 to 90 g/m^2

1 Fan the paper, and then tap the edge against a flat surface to even the stack.

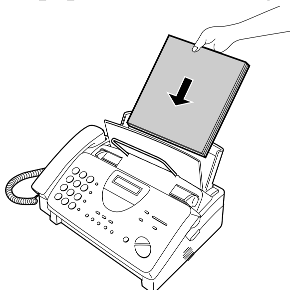


2 Pull the paper release plate toward you.



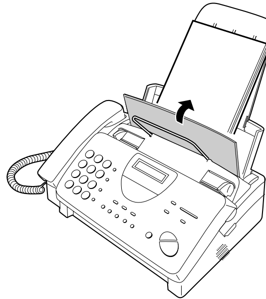
3 Insert the stack of paper into the tray, **print side down**.

- If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.



Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side will result in poor print quality.

4 Push the paper release plate back down.



If the paper release plate is not pushed down, paper feed errors will result.

Note: When receiving faxes or copying documents, do not allow a large number of pages to accumulate in the output tray. This may obstruct the outlet and cause paper jams.

Note: If the display shows the following alternating messages when making a copy or receiving a fax, check the paper tray. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper, make sure it is inserted correctly and then press the **START/MEMORY** key.

SET PAPER & ⟷ PRESS START KEY

5 Your fax has been set at the factory to print at normal contrast. Depending on the type of paper you have loaded, you may find that you obtain better print quality by changing the setting to LIGHT. Press these keys:



The display will show: PRINT CONTRAST

Press **1** to select NORMAL or **2** to select LIGHT.

NORMAL LIGHT

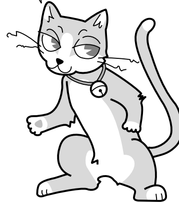
1 or 2

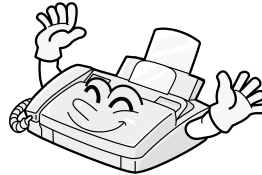
The display will show: COPY CUT-OFF

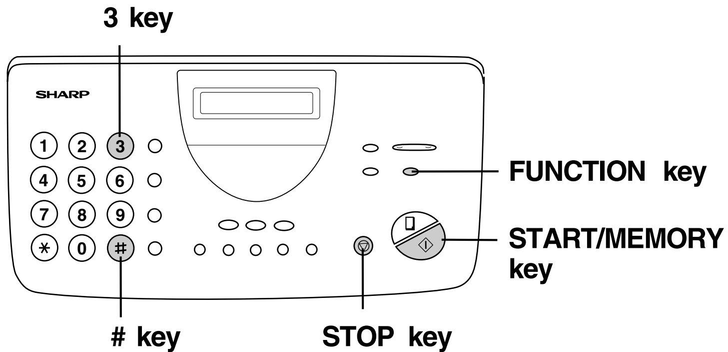
Press the **STOP** key to return to the date and time display.



Entering Your Name and Fax Number







Note: The imaging film and printing paper must be loaded before your name and fax number can be entered.

---

1 Press these keys:



The display will show:

ENTRY MODE

---

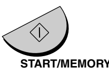
2 Press the # key twice:



The display will show:

OWN NUMBER SET

3 Press the **START/MEMORY** key.



The display will show: ENTER FAX #

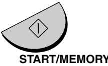
4 Enter your fax number by pressing the number keys. Up to 20 digits can be entered.

- To insert a space between digits, press the **#** key. To insert a "+", press the ✱ key.
- If you make a mistake, press the **HOLD/SEARCH** key to move the cursor back to the mistake and then enter the correct number. The new number will replace the old number.

Example: 5 5 5 # 1 2 3 4

Cursor: A dark square mark in the display that indicates where a number or letter will be entered.

5 Press the **START/MEMORY** key to enter the fax number in memory.

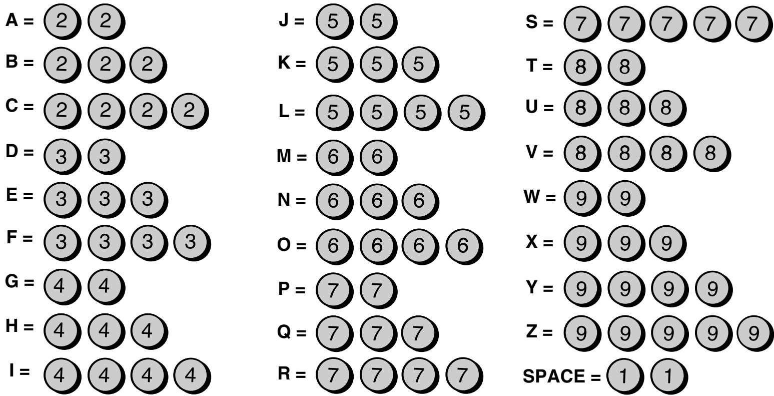


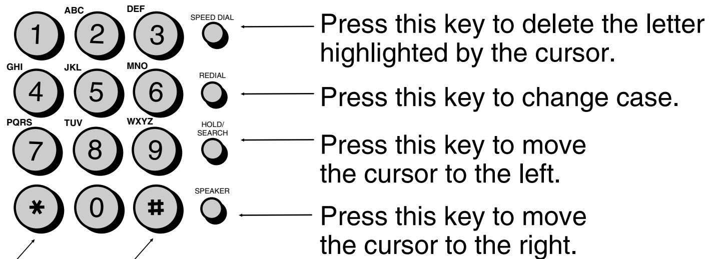
The display will show: ENTER YOUR NAME

6 Enter your name by pressing the number keys as shown in the following chart. Up to 24 characters can be entered.

- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter to advance the cursor.

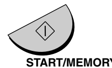
Example: SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7





Press either key repeatedly to select one of the following symbols:
./!"#$%&’()✱+,-:;<=>?@[¥]^_`{|}→←

7 Press the **START/MEMORY** key to save your name in memory.



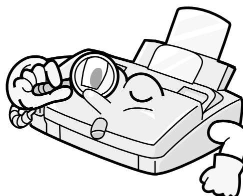
The display will show: `SECURITY SELECT`

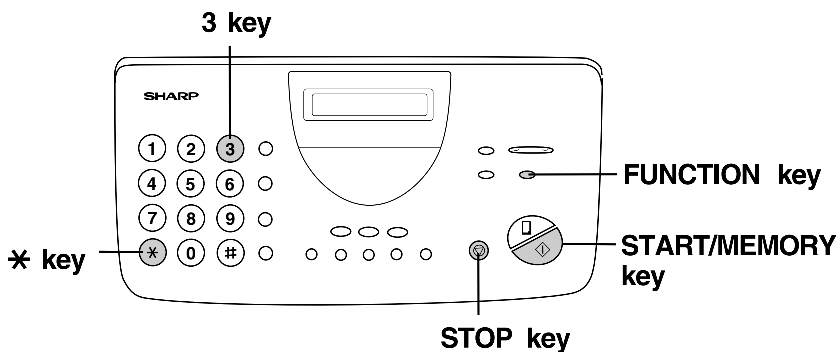
8 Press the **STOP** key to return to the date and time display.



Setting the Date and Time

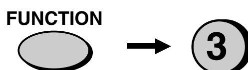
The date and time appear in the display and reports, and are printed at the top of every page you fax.





Note: The imaging film and printing paper must be loaded before the date and time can be set.

1 Press these keys:



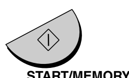
The display will show: `ENTRY MODE`

2 Press the * key three times.



The display will show: `DATE & TIME SET`

3 Press the **START/MEMORY** key.



- The currently set date will appear in the display.

4 Enter a two-digit number for the day ("01" to "31").

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake, and then enter the correct number.

Example: the 5th 

5 Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).

Example: January 

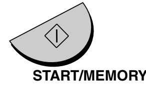
6 Enter the year (four digits).

Example: 2000 

7 Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

Example: 9:25 

8 Press the **START/MEMORY** key to start the clock.



The display will show: STORE JUNK #

9 Press the **STOP** key to return to the date and time display.



Selecting the Reception Mode

Your fax machine has four modes for receiving incoming calls and faxes:

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

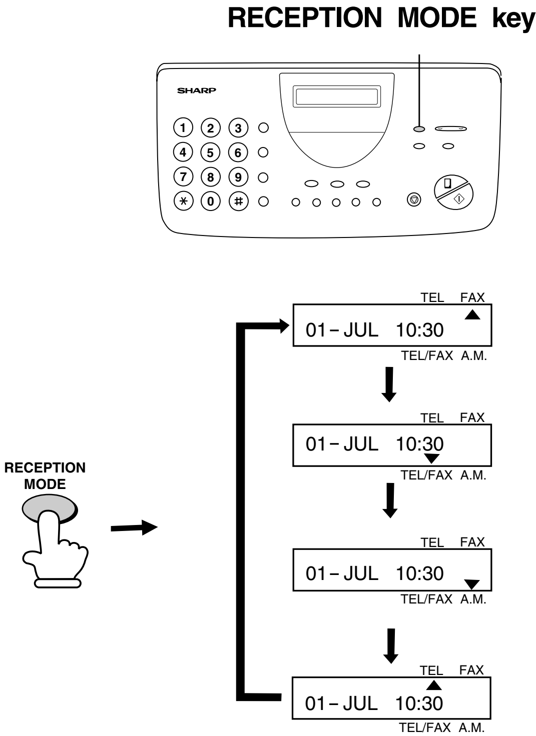
FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

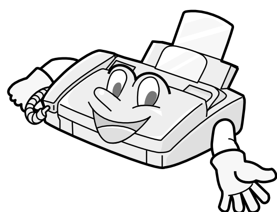
Setting the reception mode

Press the **RECEPTION MODE** key until the arrow in the display points to the desired mode.

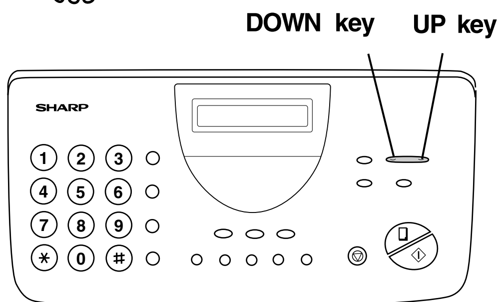


For more information on receiving faxes in TEL, TEL/FAX and FAX modes, see Chapter 3, *Receiving Documents*. For more information on using A.M. mode, see Chapter 6.

Volume Adjustment



You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys.



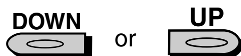
Speaker

1 Press the **SPEAKER** key.

SPEAKER



2 Press the **UP** or **DOWN** key.



Display:

SPEAKER: HIGH



SPEAKER: MIDDLE



SPEAKER: LOW

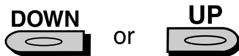
3 When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.

SPEAKER

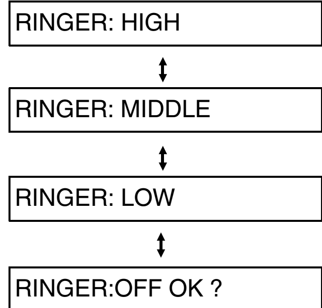


Ringer

1 Press the **UP** or **DOWN** key. (Make sure the **SPEAKER** key has not been pressed and the handset is not lifted.)

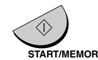


Display:



- The ringer will ring once at the selected level, then the date and time will reappear in the display.

2 If you selected RINGER:OFF OK ?, press the **START/MEMORY** key.



Sending Documents

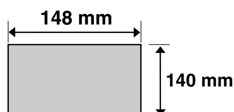
Transmittable Documents

Size and weight

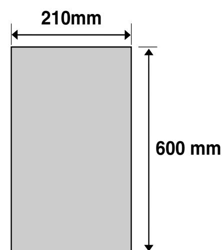
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

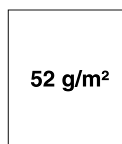
Minimum size



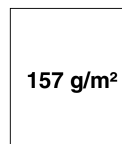
Maximum size



Minimum weight

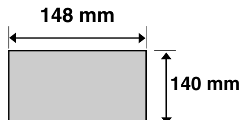


Maximum weight

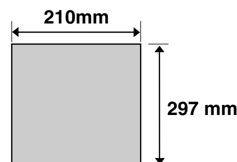


Loading several pages at once:

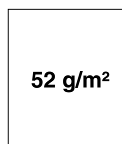
Minimum size



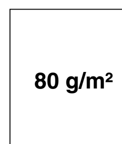
Maximum size



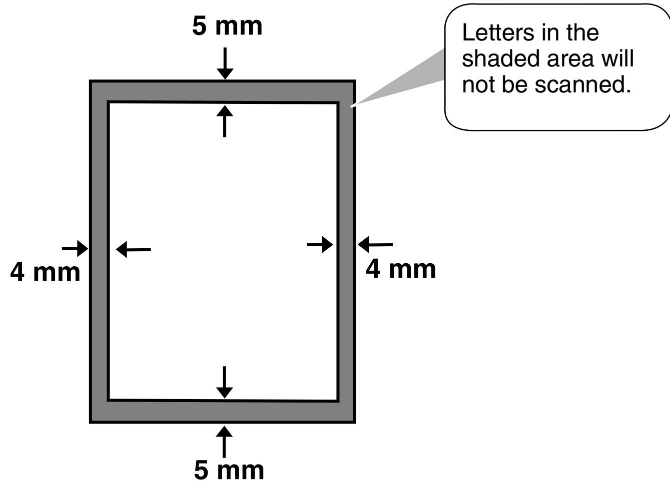
Minimum weight



Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

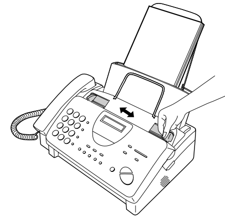
- The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- ♦ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

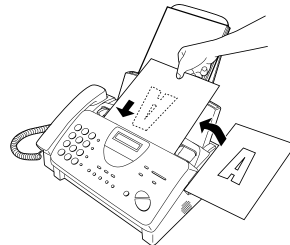
1 Adjust the document guides to the width of your document.



2 Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

- The feeder will draw the leading edge of the document into the machine. The display will show:

READY TO SEND

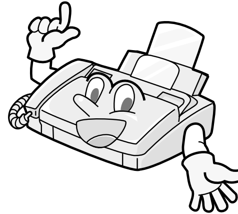


3 Adjust the resolution and/or contrast setting (if desired) as explained in the section *Resolution and Contrast*, then dial the receiving machine as explained in *Sending a Fax by Normal Dialling*.



Removing a document from the feeder

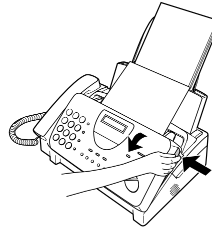
If you need to remove a document from the feeder, open the operation panel.



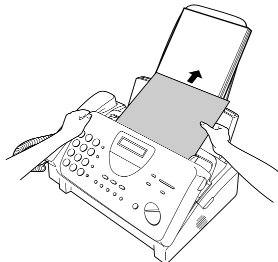
Important:

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

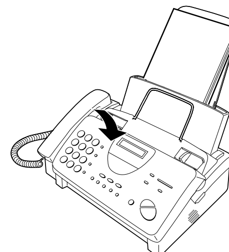
1 Open the operation panel by grasping the finger hold and pulling up.



2 Remove the document.

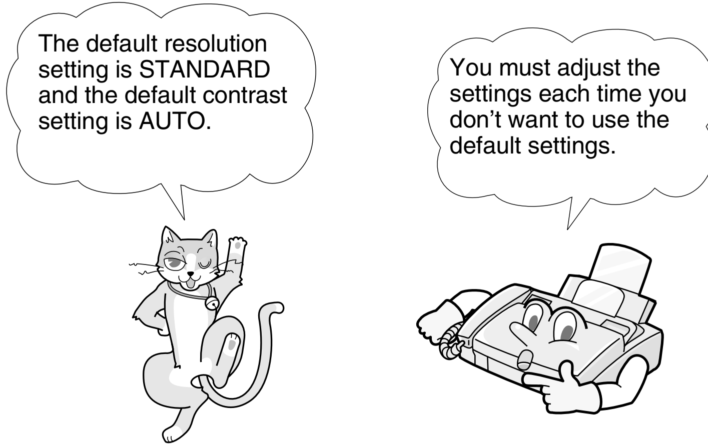


3 Close the operation panel, making sure it clicks into place.



Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.



Note: The resolution and contrast settings are only effective for transmitting a document. They are not effective for receiving a document.

Resolution settings

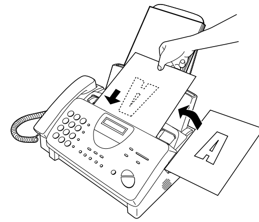
STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for documents containing small letters or fine drawings.
SUPER FINE:	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of grey.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

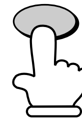
1 Load the document(s).

- The document must be loaded before the resolution and contrast can be adjusted.

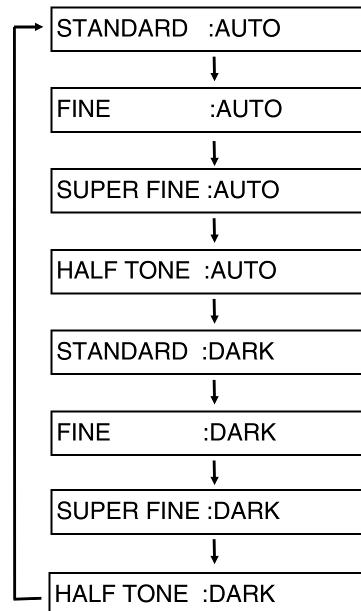


2 Press the **RESOLUTION** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.



Display:



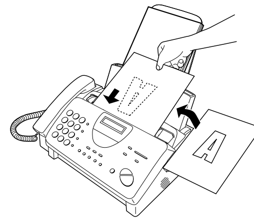
Note: In order to transmit in FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

- ♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)
- ♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).



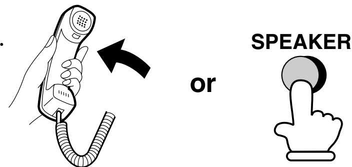
The display will show:

READY TO SEND

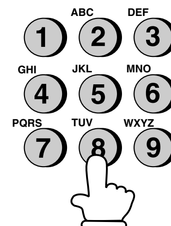
- Set the resolution and/or contrast if desired.



2 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.

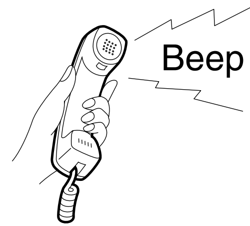


3 Dial the number of the receiving machine by pressing the numeric keys.



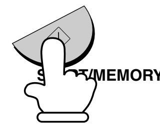
4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, (lift the handset if the **SPEAKER** key was pressed) ask them to press their **START** key. This causes the receiving machine to issue a reception tone.



5 When you hear the reception tone, press the **START/MEMORY** key. Replace the handset if you used it.

- When transmission is completed, the fax will beep once.



Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, proceed from Step 4 of Normal Dialling. Note that the speaker will be automatically activated when you press the **REDIAL** key.

Facsimile reception tone: This is a pronounced, high-pitched tone that the receiving machine sends to the transmitting machine to indicate that it is ready to receive.

Sending a Fax by Automatic Dialling

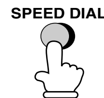
You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

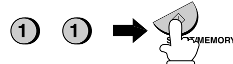
- ♦ To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine.
- ♦ When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 88 Speed Dial numbers are available.

Speed Dial numbers 01 through 08 are for Rapid Key (one-touch) Dialling.

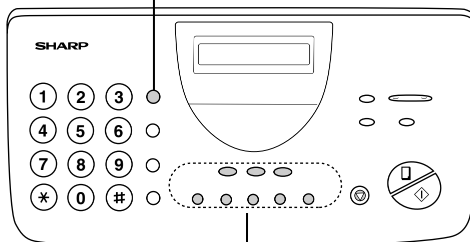


Speed Dial numbers 09 through 88 are for dialling with the **SPEED DIAL** key.



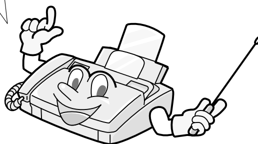


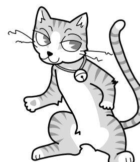
SPEED DIAL key



Rapid keys

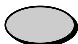
Attach the strip of Rapid Key labels above the Rapid Keys.





When you store a number in a Rapid Key, write the name of the party on the label.

Storing fax and telephone numbers for Automatic Dialling

1 Press these keys:  3 

The display will show: `FAX/TEL # MODE`

2 Press **1** to select SET. 1

The display will show: `FAX/TEL # SET` ↓↑ `ENTER SPEED #`

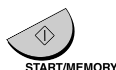
3 Enter a two-digit Speed Dial number by pressing the number keys (01 to 08 for Rapid Key Dialling, 09 to 88 for Speed Dialling).

0 1 (Example)

4 Enter the fax or voice number by pressing the number keys (max. of 32 digits including pauses). (Note: A space cannot be entered.)

- Press the **SPEED DIAL** key to clear a mistake.
- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.

5 Press the **START/MEMORY** key.



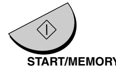
6 Enter the name of the party by pressing the number keys as shown in the chart below. Up to 20 characters can be entered.

- If you don't want to enter a name, skip this step.
- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter to advance the cursor.

Example: SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7

A = 2 2	J = 5 5	S = 7 7 7 7 7
B = 2 2 2	K = 5 5 5	T = 8 8
C = 2 2 2 2	L = 5 5 5 5	U = 8 8 8
D = 3 3	M = 6 6	V = 8 8 8 8
E = 3 3 3	N = 6 6 6	W = 9 9
F = 3 3 3 3	O = 6 6 6 6	X = 9 9 9
G = 4 4	P = 7 7	Y = 9 9 9 9
H = 4 4 4	Q = 7 7 7	Z = 9 9 9 9 9
I = 4 4 4 4	R = 7 7 7 7	SPACE = 1 1

7 Press the **START/MEMORY** key.



8 Return to Step 3 to store another number, or press **STOP** to exit. If the number will be used for Rapid Key Dialling, you can write the name on the appropriate Rapid Key label.

Step 3 or



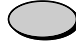
Storing area codes and access codes

You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialing* in Chapter 5, *Making Telephone Calls*.

Note: An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key pressed before dialling.

Clearing numbers

1 Press these keys:





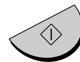
The display will show: FAX/TEL # MODE

2 Press **2** to select CLEAR.

3 Enter the Speed Dial number that you want to clear by pressing the number keys.

(Example)

4 Press the **START/MEMORY** key.



5 Return to Step 3 to clear another number, or press **STOP** to exit.

Step 3 or



Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the Speed Dial number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display (Steps 4 and 6, respectively).

- **A lithium battery keeps automatic dialling numbers in memory**
  The machine uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Rapid Key Dialling

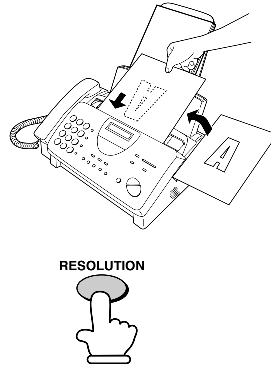
If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 08, you can dial it by pressing the corresponding Rapid Key.

1 Load the document(s).

The display will show:

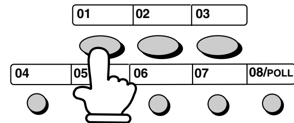
READY TO SEND

- Set the resolution and/or contrast if desired.



2 Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.



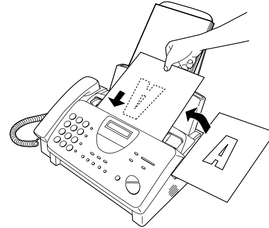
Example: To dial Speed Dial number 01, press Rapid Key 01.

Speed Dialling

Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

---

1 Load the document(s).



The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

RESOLUTION

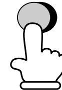


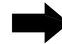
---

2 Press the **SPEED DIAL** key and then enter the two digits of the Speed Dial number by pressing the number keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

SPEED DIAL



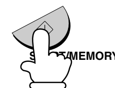


2 0

(Example)

---

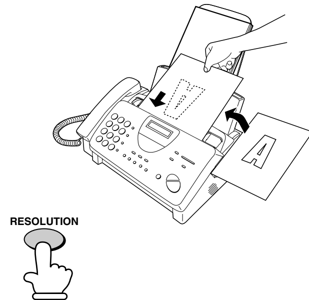
3 Check the display. If the name or number shown is correct, press the **START/MEMORY** key. (If not, press the **STOP** key and then repeat Step 2.)



Direct Keypad Dialling

You can also enter a full number with the number keys and then press the **START/MEMORY** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).

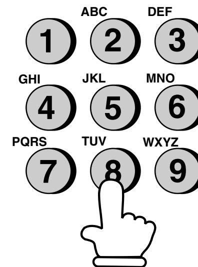


The display will show:

READY TO SEND

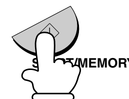
- Set the resolution and/or contrast if desired.

2 Enter the number of the receiving machine by pressing the numeric keys.



- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.

3 Check the display. If the number of the receiving machine shown is correct, press the **START/MEMORY** key.

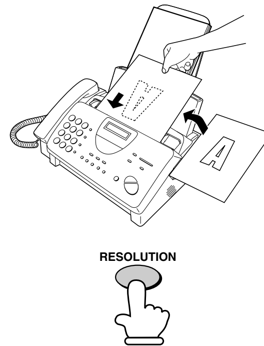


- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Using the HOLD/SEARCH key

If you don’t remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START/MEMORY** key.

1 Load the document(s).



The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



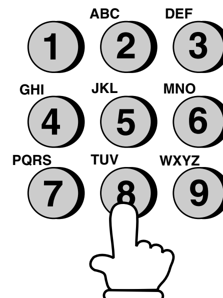
2 Press the **HOLD/SEARCH** key and then the **1** key.

HOLD/
SEARCH

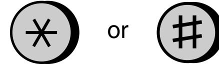


3 Enter the first letter of the stored name by pressing the appropriate number key (the key which corresponds to the required letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1**.

- If you don’t remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- If a name wasn’t stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

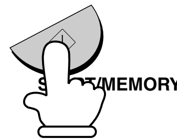


4 Press the **#** key or the **⁎** key to scroll through the names (numbers if you pressed **0**). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

5 Press the **START/MEMORY** key. The document will be automatically transmitted once the connection is made.



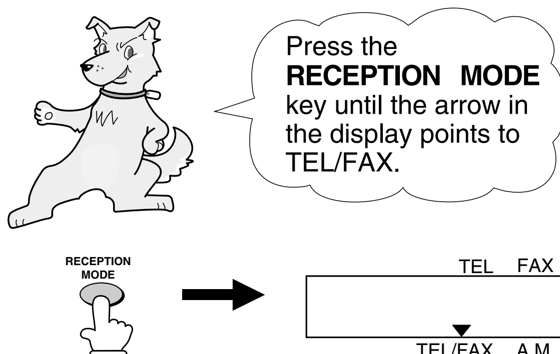
Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the machine will automatically redial the number. Up to 2 redialling attempts will be made at intervals of 5 minutes.

- ♦ To stop automatic redialling, press the **STOP** key.
- ♦ If desired, you can change the number of times the machine redials with Option Setting 5, and the interval at which redialling takes place with Option Setting 4. See Chapter 8, *Option Settings*.

Chapter 3 Receiving Documents

Using TEL/FAX Mode



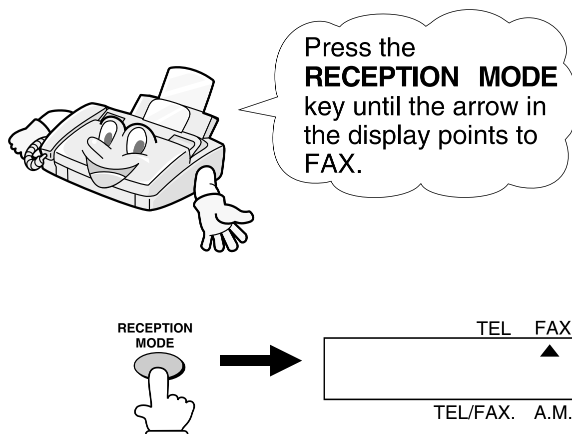
When the reception mode is set to TEL/FAX, your fax automatically answers all calls on two rings. After answering, your fax monitors the line for about 5 seconds to see if a fax tone is being sent.

- ♦ If your fax detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- ♦ If your fax doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

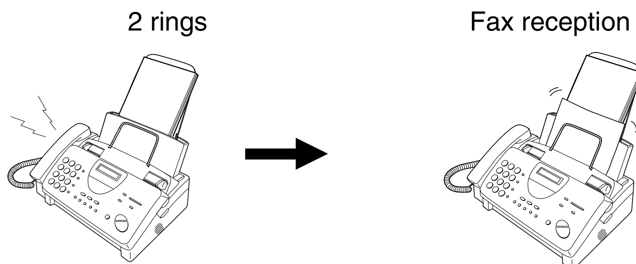
Comments:

- Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.
- The duration of pseudo ringing can be adjusted with Option Setting 10. See Chapter 8, *Option Settings*.
- You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 8, *Option Settings*.)

Using FAX Mode

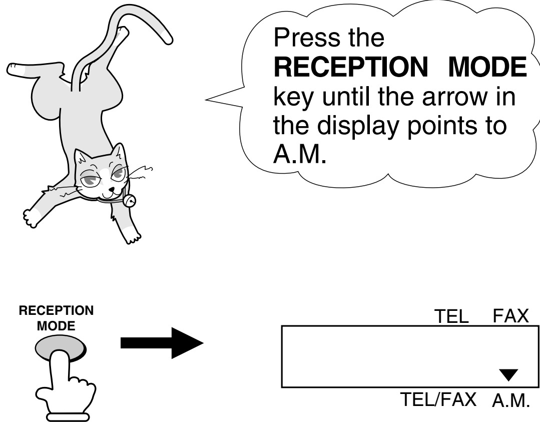


When the reception mode is set to FAX, the machine will automatically answer all calls on two rings and receive incoming faxes.



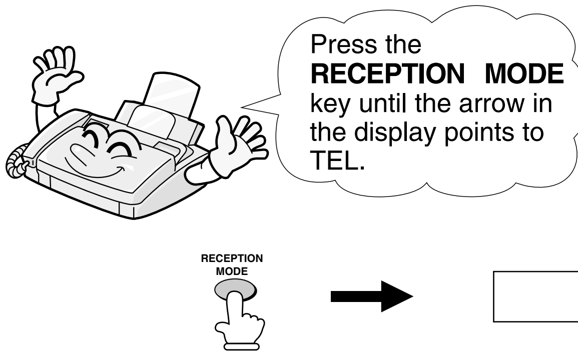
- ♦ You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 8, *Option Settings*.)
- ♦ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as described in *Using TEL mode*.

Using A.M. Mode



In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 6 for more details.

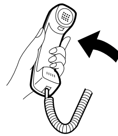
Using TEL Mode



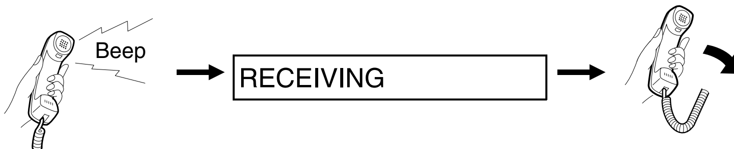
When the reception mode is set to TEL, you must answer all calls using the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 Pick up the handset when the machine rings.



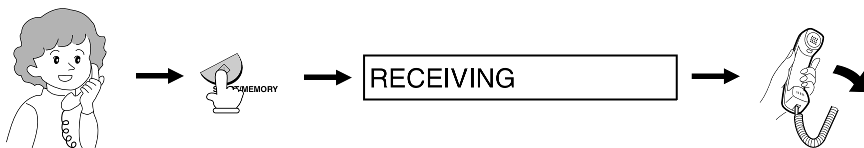
2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



Note: If you have set Option Setting 14 (Fax signal receive) to NO, press the **START/MEMORY** key to begin reception.

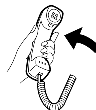
3 If the other party first talks and then wants to send a fax, press the **START/MEMORY** key after speaking (press your **START/MEMORY** key before the sender presses their Start key).

- Make sure that the display shows RECEIVING, then replace the handset.

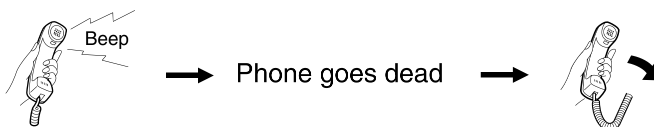


Answering with an extension phone

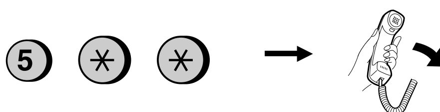
1 Answer the extension phone when it rings.



2 If you hear a fax tone when you answer the extension phone, wait until your fax answers (the extension phone will go dead), and then hang up.



3 If the fax doesn’t respond, or if the other party first talks to you and then wants to send a fax, press **5**, *, and * on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



Comments:

- Your fax will not accept the signal to begin reception (**5✱✱**) if a document is loaded in its feeder.
- If you have set Option Setting 14 to NO and hear a fax tone when you answer the extension phone, you must press **5**, **✱**, and **✱** if you are on a tone dial phone, or walk over to the fax, pick up the handset, and press the **START/MEMORY** key if you are on a pulse dial only phone.

2 in 1 Print

To save paper, you can have the size of your incoming faxes reduced by 55%. This will allow you to receive, for example, a 2-page document on one page (note that this may not be possible if the document pages are longer than your printing paper). To turn on this function, follow the steps below.

1 Press these keys:









The display will show: `2 IN 1 PRINT`

2 Press **1** to turn on the function, or **2** to turn it off.

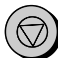
YES NO



or


The display will show: `PRINT CONTRAST`

3 Press the **STOP** key.



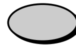
Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

Note: If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.

Note: Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1 Press these keys:









The display will show: RECEPTION RATIO

2 Press **1** to turn automatic reduction on, or **2** to turn it off.

AUTO 100%



or


If you selected AUTO, go to Step 3. If you selected 100%, go to Step 4.

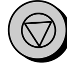
3 If you selected AUTO, select the reception ratio to be used in the event that the memory becomes full (automatic reduction is not possible when the memory is full). Press **1** for 93% or **2** for 100%.

93% 100%



or


4 Press the **STOP** key.



Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER, FILM END, or PAPER JAMMED. After you add paper, replace the imaging film, or clear the jam, press the **START/MEMORY** key and the stored documents will print out.

♦ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

- When documents are stored in memory, do not turn the power off. This will erase all of the contents.
- If documents received in memory are lost due to a power failure or other interruption of the power supply, a CLEAR REPORT will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

Chapter 4

Making Copies

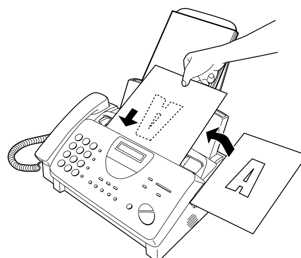
Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

---

1 Load the document(s) face down. (Maximum of 10 pages.)

The display will show:

READY TO SEND



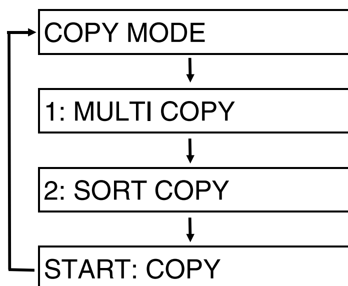
- Set the resolution and/or contrast if desired. (The default setting for copying is SUPER FINE.)

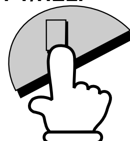


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2 Press the **COPY/HELP** key.

The display will show:





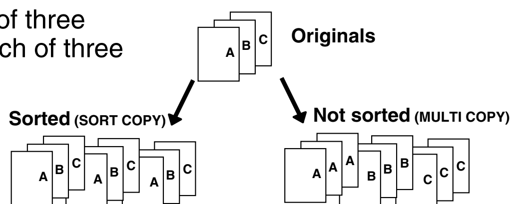
♦ If you are only making one copy of the original (or of each original) and don’t want to make a reduction or enlargement setting, press the **START/MEMORY** key twice. Copying will begin.

♦ If you are only making one copy of the original (or of each original) and want to make an enlargement or reduction setting, press the **START/MEMORY** key and go to Step 5.

3 Press **1** (MULTI COPY) if you do not want the copies sorted. Press **2** (SORT COPY) if you want the copies sorted.

MULTI 1 or SORT 2

Example of three copies each of three originals



The display will show: ENTER # (01-99)

4 If you are making one copy per original, press the **START/MEMORY** key. If you are making multiple copies per original, enter the number of copies per original (if the number is less than 10, enter a "0" before the number).

0 9

Example: Nine copies per original

The display will show: COPY RATIO

5 Set the amount of reduction or enlargement by entering a number from **1** to **5** as shown below (or press the **START/MEMORY** key to automatically select 100%). Copying will begin.

1: AUTO (automatic size adjustment to match the size of the printing paper)
2: 50%
3: 100% (no reduction or enlargement)
4: 125%
5: 135%

2

Example: 50%

Note: If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY IS FULL will appear in the display). If this happens, press the **START/MEMORY** key to copy the originals which have been scanned, and then repeat the copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The intial setting is YES (cut off the remaining). To change the setting, follow the steps below.

1 Press these keys:







The display will show:

COPY CUT-OFF

2 Press **1** to set copy cut-off to YES (the remaining part of the document will not be printed), or **2** to set copy cut-off to NO (the remaining part will be printed on a second page).

YES


or
NO


The display will show:

INITIALIZE FILM

3 Press the **STOP** key to return to the date and time display.



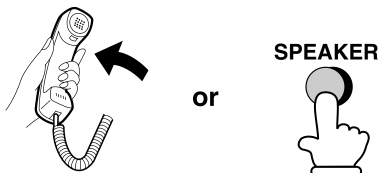
Chapter 5

Making Telephone Calls

Your fax can be used like a regular telephone to make and receive voice calls.

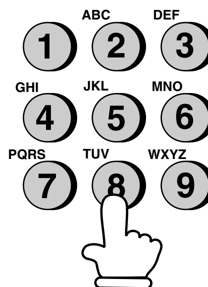
♦ To make or receive a phone call, the power must be on.

1 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling**: Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



3 Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.

Comments:

- While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.
- The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a tone dial phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, *, *.)

Chain Dialling

After lifting the handset, you can dial any combination of Normal Dialling, Rapid Key Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a Rapid Key, you can press the Rapid Key for that area code or access code, then dial the remainder of the number by pressing a Rapid Key, pressing number keys, or pressing the **SPEED DIAL** key and entering a two-digit Speed Dial number.

Using the HOLD/SEARCH key

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Using the HOLD/SEARCH key* in *Sending a Fax by Automatic Dialling* in Chapter 2, then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically (do not press the **START/MEMORY** key).

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key again to resume conversation.

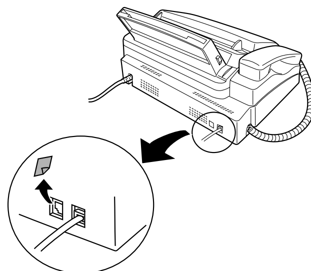
Chapter 6

Answering Machine Connection

Connecting an Answering Machine

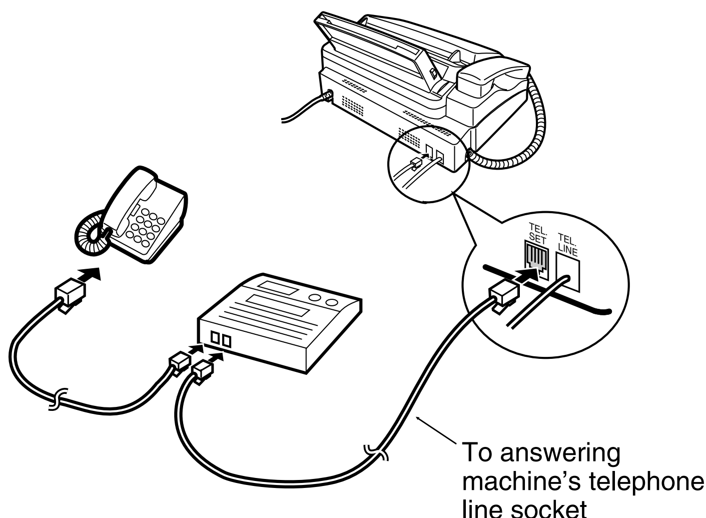
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

1 Remove the seal covering the **TEL. SET** socket.



2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

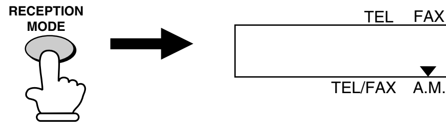
Comments:

- It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.

Activating the Answering Machine Connection

Before you go out, activate the answering machine connection as follows:

1 Set the reception mode to A.M.



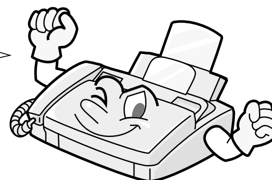
2 Set your answering machine to auto answer.

- Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

How answering machine mode operates

While you are out, all of your incoming calls will be answered by the answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

When you return and turn off your answering machine, be sure to change the reception mode back to FAX, TEL, or TEL/FAX!



Chapter 7

Special Functions

Caller ID

If you subscribe to a caller identification service from your telephone company, you can set your fax to display the name and number of the caller while the fax rings.

Important:

- **To use this function, you must subscribe to a caller identification service from your telephone company.**
- Set Option Setting 2 (Number of Rings to Answer) to 2 or more rings (see Chapter 8).
- Your fax may not be compatible with some caller identification services.

1 Press these keys:







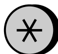
The display will show: OPTION SETTING

2 Press the * key.









The display will show: CALLER-ID

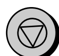
3 Press **1** to turn on Caller ID, or **2** to turn it off.



or



4 Press the **STOP** key to return to the date and time display.

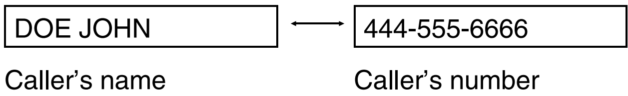


How Caller ID operates

When you receive a call, the name **and/or** phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until you pick up the handset, or until the fax answers automatically if it is in FAX mode.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example:



Caller's name — Caller's number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- After you have received 20 calls, each new call will delete the oldest call.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

To print out the list, see Chapter 9, *Printing Reports and Lists*.

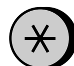
1 Press the keys shown at right. REVIEWING CALLS will appear in the display.

HOLD/SEARCH

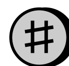


2

2 Press the ✱ key to scroll through the list from the most recent call, or the # key to scroll through the list from the oldest call.

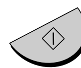


or



3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- If you want to send a fax, load the document and then press the **START/MEMORY** key.
- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialing will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)



START/MEMORY

4 Press the **STOP** key when you have finished viewing the list.

STOP



To delete calls from the caller list

If you want to delete a single call from the caller list, press the "**0**" key while the call appears in the display. If you want to delete all calls from the list, hold the "**0**" key down for at least 3 seconds while you are viewing any number in the list.

Priority Call

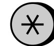
If desired, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display. To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 Press the keys shown at right. PRIORITY CALL # will appear in the display.

FUNCTION



3



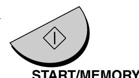
2 Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 2.)

1 or 2

3 Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).

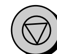
5 5 5 1 2 3 4 5 5 5 (Example)

4 Press the **START/MEMORY** key and then the **STOP** key.



START/MEMORY

STOP



Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to prevent voice calls as well as fax receptions (the Anti Junk Fax function can normally only prevent faxes).

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, set Option Setting 15 to YES as described in Chapter 8, *Option Settings*, and then enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* in this chapter.

Duplex Ringing

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

♦ For more information on the Homefax service, contact Hongkong Telecom on 1000.

Important:

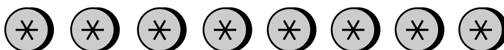
- Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.
- If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly.

1 Press these keys:



The display will show: OPTION SETTING

2 Press these keys:



The display will show: DUPLEX RINGING

3 Press "**1**" (YES) to turn Duplex Ringing on, or "**2**" (NO) to turn it off.

4 Press the **STOP** key.



Broadcasting

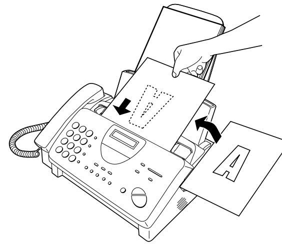
This function allows you to send the same document to as many as 20 different locations with just one operation. First store the document in memory, then enter the numbers of the receiving machines. The document will be transmitted to each location.

♦ You can only use Rapid Keys or Speed Dial numbers to dial the numbers of the receiving machines.

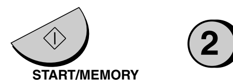
1 Load the document(s).

The display will show:

READY TO SEND

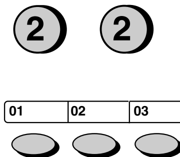


2 Press the **START/MEMORY** key and then **2**.



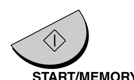
3 Dial the receiving machines (maximum of 20) using one or both of the following methods:

- Enter one or more Speed Dial numbers by pressing the number keys.
- Press one or more Rapid Keys.



(Example)

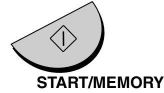
4 Press the **START/MEMORY** key.



- Set the resolution and/or contrast if desired.



5 Press the **START/MEMORY** key. Transmission will begin.



- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Cover Sheet

You can have the fax generate a cover sheet and send it as the last page of each of your fax transmissions.

You can select a message.

```
URGENT
        AUTOMATIC COVER SHEET

DATE    : 18-JUL-2000 20:18

TO      : BCC CORP.

FAX NO.: 2198

FROM    : John Doe Corp.

FAX NO.: 201 555 1234

         2 PAGES WERE SENT

   (INCLUDING THIS COVER SHEET)
```

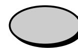
For the recipient's name to appear, you must dial using a Speed Dial or Rapid Key number with the name programmed.

Your name and number must be programmed as explained in Chapter 1.

Follow the steps below to turn on the cover sheet function. Once the cover sheet function is turned on, cover sheets will be included with all tranmissions until you turn it off.

1 Press these keys:

FUNCTION

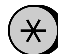


4

The display will show:

OPTION SETTING

2 Press these keys:

The display will show:

COVER SHEET

3 Press **1** (YES) to turn on the cover sheet function, or **2** (NO) to turn it off.

YES NO

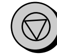
1 or 2

The display will show:

AUTO PRINT OUT

4 Press the **STOP** key to return to the date and time display.

STOP

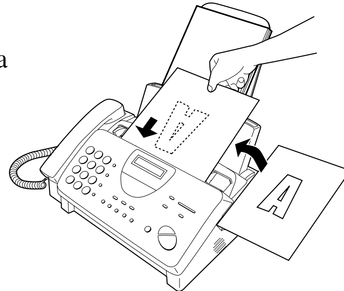


Selecting a header message (optional)

When the cover sheet function is turned on, you can also select a message which will appear as a header at the top of the cover sheet. Note that the message selection is only effective for one transmission.

1 Load the document(s).

- The document must be loaded before a message can be selected.
- The cover sheet function must be turned on.



2 Press these keys:

FUNCTION



5

The display will show:

COVER SHEET HEAD

3 Select a message by entering a number from **1** to **4**:
1: URGENT
2: IMPORTANT
3: CONFIDENTIAL
4: PLS. DISTRIBUTE



(Example)

4 Dial the receiving machine and transmit the document.

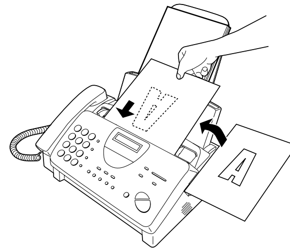
Note: To cancel a cover sheet header setting, press the **STOP** key or remove the document from the feeder.

Batch Page Numbering

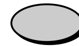
You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the receiver to check for missing pages.

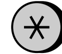
1 Load the document(s).

- The document must be loaded before batch page numbering can be set.



2 Press these keys:

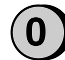




The display will show:

PAGE COUNTER SET

3 Enter the total number of pages ("01" to "99") by pressing the number keys.





Example:
Eight pages

- If you are sending a cover sheet, **do not** include it in the total number of pages (the number will be adjusted automatically).

4 Dial the receiving machine and transmit the document.

Comments:

- If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if it has been set to print out.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 15 to YES as explained in Chapter 8, and then enter the fax numbers from which you do not want to receive faxes as shown below.

Comments:

- Up to 5 numbers can be entered in the Anti Junk Number List.
- The Anti Junk function will not operate for a number which has also been stored as a Priority Call number.
- To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 9.

1 Press the keys shown at right. STORE JUNK # will appear in the display.

FUNCTION



3





2 Press **1** to store a number in the Anti Junk Number List, or **2** to clear a number from the list.

SET 1 or CLEAR 2

3 **Storing:** Enter a 1-digit number from 1 to 5. This number identifies the fax/voice number you will store in the next step.
Clearing: Enter the number which identifies the fax/voice number you want to clear, and go to Step 5.

1

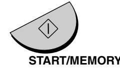
(Example)

4 Enter the full number you want to block (max. of 20 digits).



(Example)

5 Press the **START/MEMORY** key.



6 Return to Step 3 to enter (or clear) another number, or press **STOP** to exit.

Step 3 or



Sending Documents From Memory

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations. After transmission, the document will be cleared from memory.

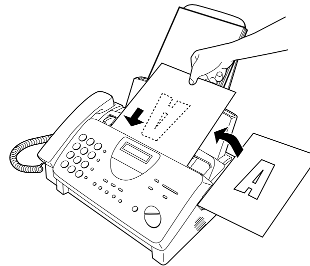
♦ Only one memory transmission can be set at a time.

♦ The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

1 Load the document(s).

The display will show:

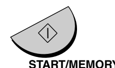
READY TO SEND



- Set the resolution and/or contrast if desired.



2 Press the **START/MEMORY** key and then **1**.



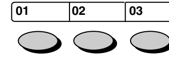


The display will show:

ENTER STATION #

3 Enter the number of the receiving machine using one of the following methods:

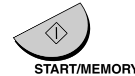
- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.



(Example)

4 Press the **START/MEMORY** key if you entered a Speed Dial number or a full number.

- The document will be scanned and stored in memory. Your fax will then dial the receiving machine and transmit the document (redialling will be done automatically if necessary).



If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

♦ Press the **START/MEMORY** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

♦ Press the **STOP** key if you want to cancel the entire transmission.

Polling (Requesting a Fax Transmission)

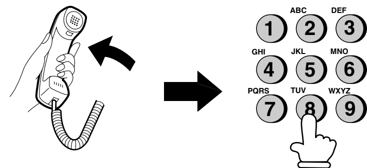
Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your machine to both poll and be polled by others.

To use the polling function, you must first set Rapid Key 08/POLL for use as a polling key. This is done by changing Option Setting 16, as described in Chapter 8, *Option Settings*. (Note that when Rapid Key 08/POLL is set as a polling key, it cannot be used for Rapid Key Dialling.)

Requesting transmission

1 Dial the fax machine you want to poll using one of the following methods:

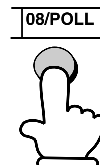
- Pick up the handset (or press the **SPEAKER** key) and press a One Touch Dial key. Wait for the fax answerback tone.
- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

2 Press Rapid Key 08/POLL .

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.



Being polled (polling standby)

To let another fax machine poll your machine, simply set the reception mode to FAX, and load the document(s) to be sent.

Transmission will take place when the other fax machine calls your machine and activates polling. Automatic reception is possible whilst your fax is on polling standby.

Polling security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as shown on the following page.

1 Press the keys shown at right. ENTRY MODE will appear in the display.





2 Press the **#** key three times. SECURITY SELECT will appear in the display.



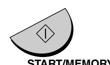


3 Press **1** to turn polling security on, or **2** to turn it off.



or


4 Press the **START/MEMORY** key and then the **STOP** key.





Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

1 Press the keys shown at right.
ENTRY MODE will appear in the display.

FUNCTION



2 Press the **#** key four times.
PASSCODE # MODE will appear in the display.






3 Press **1** to store a number, or **2** to clear a number.

 or 

4 **Storing:** Enter a 2-digit number from 01 to 10. This number identifies the fax number you will store in the next step.
Clearing: Enter the number which identifies the fax number you want to clear, and go to Step 6.




(Example)

5 Enter the fax number (max. of 20 digits).



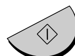






(Example)

6 Press the **START/MEMORY** key.



7 Return to Step 4 to enter (or clear) another number, or press **STOP** to exit.

Step 4 or
STOP


Timer Operations

The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at the same time, and the times they will be performed can be specified up to 24 hours in advance.

As an example, you can use this function to take advantage of off-peak telephone rates without having to be there when the operation is performed.

Note: Only a Speed Dial number can be used to dial the receiving machine.

Setting a timer operation

1 Press the keys shown at right.
TIMER MODE will appear in the display.

FUNCTION 1

2 Press # to set a transmission operation (SEND MODE), or * to set a polling operation (POLLING MODE).

or *

3 Press **1** to select SET.

1

4 Enter the time at which you want the operation to take place in 24-hour format (2 digits for the hour and 2 digits for the minute).

0 9 2 5

Example: 9:25

5 Press the **START/MEMORY** key.

START/MEMORY

6 Enter the Speed Dial number of the receiving fax machine.

- If this is a polling operation, go to Step 9.

0 5

(Example)

7 Press the **START/MEMORY** key.

START/MEMORY

8 Adjust the resolution and/or contrast if desired (skip to the next step if you don't want to change settings).

RESOLUTION

9 Press the **START/MEMORY** key and then the **STOP** key. If this is a transmission operation, load the document in the feeder sometime before the specified time of transmission.

START/MEMORY STOP

To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

1 Press the keys shown at right.
TIMER MODE will appear in the display.

FUNCTION 1

2 Press **#** to cancel a transmission operation, or ✱ to cancel a polling operation.

or ✱

3 Press **2** to select CLEAR.

2

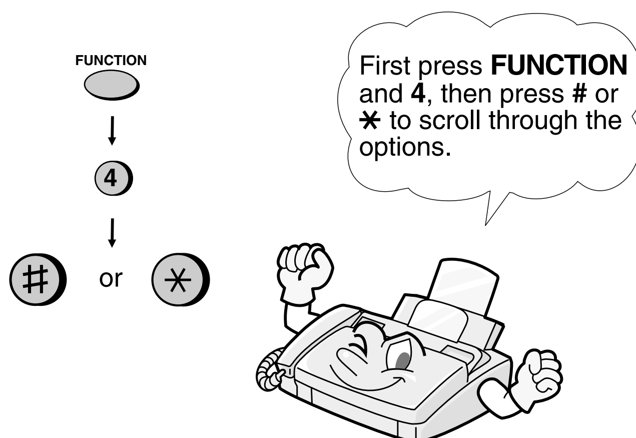
4 Press the **START/MEMORY** key and then the **STOP** key.

START/MEMORY STOP

Chapter 8

Option Settings

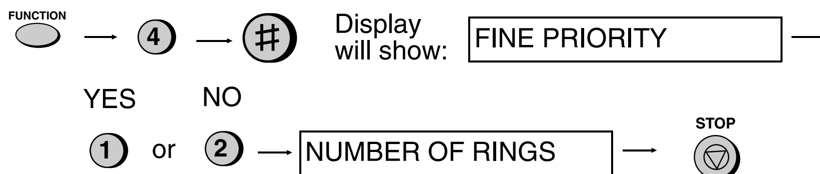
The option settings let you customise your fax to better suit your needs. An initial setting has been made for each option at the factory. You can change a setting by following the steps described for each option below.



Setting 1: FINE RESOLUTION PRIORITY

This option sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.

- Initial setting: **2**



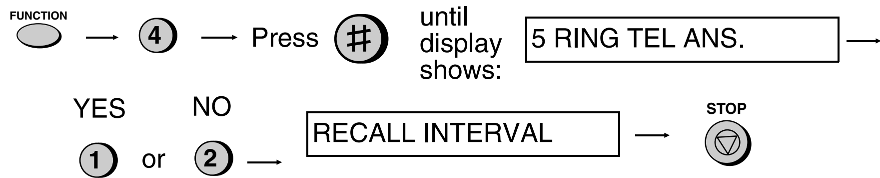
Setting 2: NUMBER OF RINGS TO ANSWER
This sets the number of rings the fax machine waits before answering an incoming call in FAX and TEL/FAX reception modes. Enter any number from **2** to **5**.

- Initial setting: **2**



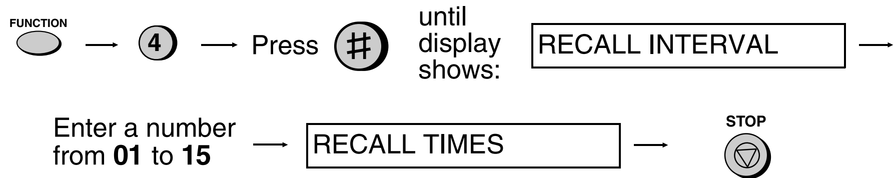
Setting 3: 5 RINGS TEL ANSWER
Press **1** (YES) to have the fax machine answer a call after 5 rings when it is in TEL reception mode. Press **2** (NO) to turn the function off.

- Initial setting: **2**



Setting 4: RECALL INTERVAL
This sets the amount of time your fax will wait between automatic redials when the line is busy. Enter **01** for 1 minute, **02** for 2 minutes, etc., up to a maximum of **15** minutes.

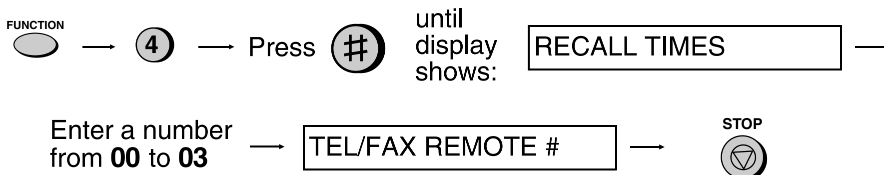
- Initial setting: **05**



Setting 5: RECALL TIMES

This sets the maximum number of times your fax will automatically redial if the line is busy. Enter any number from **00** to **03**.

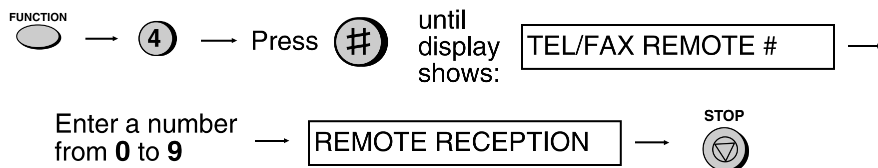
• Initial setting: **02**



Setting 6: TEL/FAX REMOTE NUMBER (TRANSFER CODE)

If you hear a fax tone when you answer a call on a tone dial extension phone connected to the same line as the fax, you can make the fax begin reception by pressing **5**, **✱**, and **✱** on the phone. Use this setting if you want to use a number other than **5** to begin fax reception. You can enter any number from **0** to **9**.

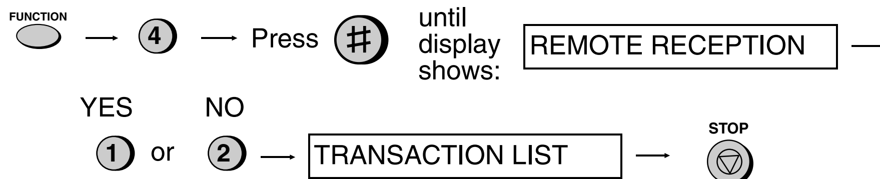
• Initial setting: **5**



Setting 7: REMOTE RECEPTION SELECT

If you don't intend to use the above TEL/FAX REMOTE NUMBER, you can turn detection of the number off. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to the TEL/FAX REMOTE NUMBER while you are talking on an extension phone. Press **1** to turn detection on, or **2** to turn detection off.

• Initial setting: **1**



Setting 8: TRANSACTION REPORT PRINT SELECT

This sets the condition for printing out a Transaction Report. Enter a number from **1** to **5** as follows:

1 (ALWAYS PRINT): A report will be printed after each transmission, reception, or error.

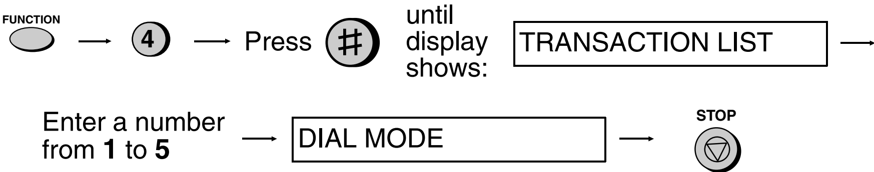
2 (ERR/TIMER/MEM): A report will be printed after an error, timer operation, or memory operation.

3 (SEND ONLY): A report will be printed only after a transmission.

4 (NEVER PRINT): A report will never be printed.

5 (ERROR ONLY): A report will be printed only after an error occurs.

- Initial setting: **5**



Setting 9: DIAL MODE

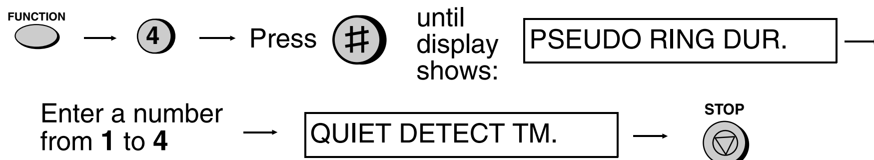
This sets the mode of dialling. Press **1** if you are on a tone dial line, or **2** if you are on a pulse dial line.

- Initial setting: **1**



Setting 10: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing in TEL/FAX reception mode. Press **1** for 15 seconds, **2** for 30 seconds, **3** for 60 seconds, or **4** for 120 seconds.

- Initial setting: **1**



Setting 11: QUIET DETECT TIME
When an answering machine is connected to the fax, the fax will take over the line and begin reception if it detects a certain duration of silence after the answering machine answers a call. This sets the duration of silence (in seconds). Enter a number from **01** to **10**, or enter **00** to turn off the function.

- Initial setting: **04**



Setting 12: FAX RX A.M. FAILS
Press **1** (YES) to have the fax answer a call if an answering machine connected to the fax does not answer within 5 rings. Press **2** (NO) to turn the function off.

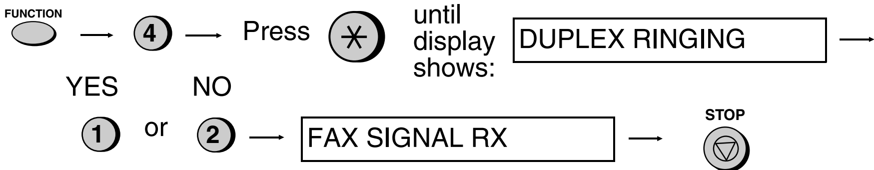
- Initial setting: **2**



Setting 13: DUPLEX RINGING

If you are a subscriber to Homefax 2 or Faxline 2, you can use Duplex Ringing to separately signal fax transmissions and voice calls. Faxes will be signalled by a long ringing cadence and received automatically after 2 rings. Voice calls will be signalled by a short ringing cadence. Press "**1**" to turn Duplex Ringing on, or "**2**" to turn it off. (This setting is described in more detail in "Duplex Ringing" in Chapter 7.)

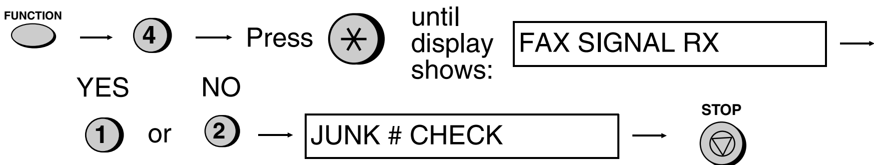
- Initial setting: **2**



Setting 14: FAX SIGNAL RECEIVE

Your fax will automatically begin reception if you hear a high-pitched fax tone after answering a call. If you use a computer fax modem on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents sent from the computer fax modem. Press **1** to turn the function on, or **2** to turn it off.

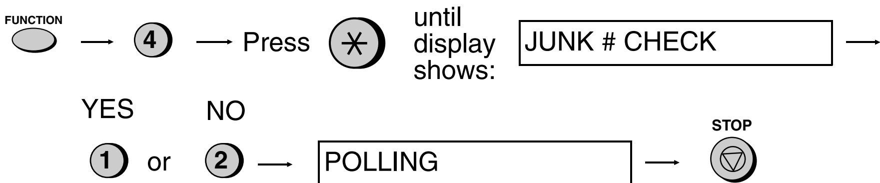
- Initial setting: **1**



Setting 15: JUNK NUMBER CHECK

Press **1** to prevent reception from fax numbers (and voice numbers if you are using Caller ID) entered in the Anti Junk Number List. Press **2** to allow reception from all numbers.

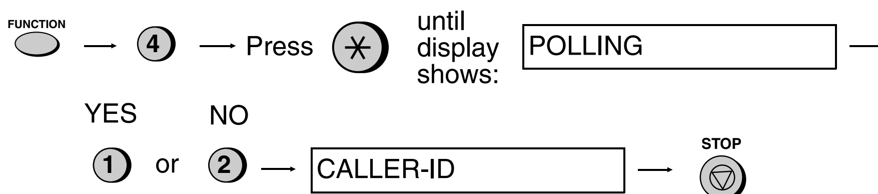
- Initial setting: **2**



Setting 16: POLLING

Press **1** if you want to use Rapid Key 08/POLL as a polling key. Press **2** if you want to use it as a regular Rapid Key.

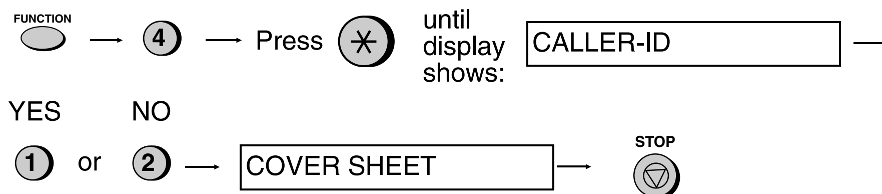
- Initial setting: **2**



Setting 17: CALLER ID

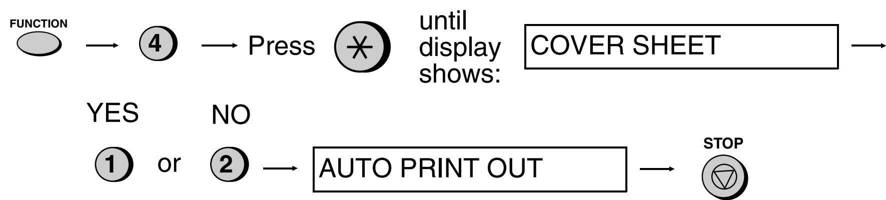
If you subscribe to a Caller ID service and want to use the Caller ID function, press **1**. To turn Caller ID off, press **2**. (Caller ID is explained in more detail in *Caller ID* in Chapter 7.)

- Initial setting: **2**



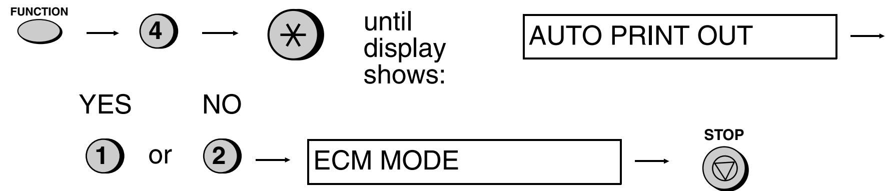
Setting 18: AUTO COVER SHEET
Press **1** (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press **2** (NO) to turn the function off.

- Initial setting: **2**



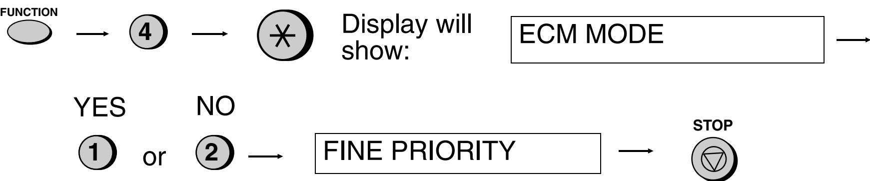
Setting 19: ACTIVITY REPORT AUTO PRINT OUT
Press **1** to have your fax automatically print out an Activity Report once every 30 operations. (The list can still be printed out on demand when desired.) Press **2** to turn automatic print-out off.

- Initial setting: **2**



Setting 20: ERROR CORRECTION MODE (ECM)
Press "**1**" (YES) to have any distortions in a transmission due to noise on the telephone line be corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press "**2**" (NO) to turn the function off.

- Initial setting: **1**



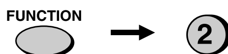
Chapter 9

Printing Reports and Lists

You can print out lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. The lists and the report are described below.

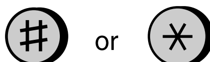
Printing a list

1 Press these keys:

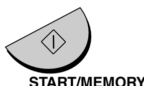


The display will show: LISTING MODE

2 Press the # key or the ✱ key until the desired list appears in the display.



3 Press the **START/MEMORY** key.



Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

- ♦ If Option Setting 19 (Auto Print Out) is set to YES, a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)
- ♦ All information is erased after a report is printed out. If automatic print-out is disabled and print-out has not been performed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

TRANSMISSIONS ACTIVITY REPORT

05-OCT-2000 03:51

FOR: Johe Doe Corp. 201 555 1234

NO.	DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE
1	05-OCT	03:34	N.Y.	41"	1	SEND	OK
2	05-OCT	03:35		1'21"	2	BROADCAST	
3	05-OCT	03:38	JACK SMITH	59"	2	SEND(M)	OK
4	05-OCT	03:45	JACK SMITH	40"	1	TIMER SEND	OK
			TOTAL	3'41"	6		

GRAND TOTAL TIME: 4M 21S

PAGES: 7

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. In the case of a transmission, the number dialled appears. In the case of a reception, the programmed ID of the sending machine appears. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred. If you have power and the problem persists, try a different outlet. If necessary, have an electrician check your power lines.

JAM - A problem with the paper or original document occurred. Make sure the paper or document is loaded properly. Make sure the operation panel is shut securely.

NO PAPER - You ran out of paper during reception.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. See *Line Error* in Chapter 11.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Timer List

This list shows the timer operations which are currently set.

```
                          TIMER LIST
                                              07-JUL-2000 02:46
        FOR: Johe Doe Corp.             201 555 1234
---------------------------------------------------------------
TIMER SEND
       START         05:15
       RECEIVER      N.Y.
       RESOLUTION    FINE       :AUTO

TIMER POLLING
       START         10:00
       SENDER        JACK SMITH
---------------------------------------------------------------
```

Telephone Number List

This list shows the fax and voice numbers which have been stored for automatic dialling.

TELEPHONE NUMBER LIST
07-JUL-2000 02:41
FOR: Johe Doe Corp. 201 555 1234

SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-6340
02	JACK SMITH	125-563-8462
03	ANDERSON	230-347-6385
04	JANE	812-937-0142
05	MACDONALD	370-552-2836

Passcode List

This list shows settings made for polling security, your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

```
                         PASSCODE LIST
                                          07-JUL-2000 02:43
     FOR: Johe Doe Corp                  201 555 1234
-------------------------------------------------------------
   POLLING MODE
              SECURITY OFF

   PASSCODE NO.
              01   1237856340
              02   1255638462
              03
              04
              05
              06
              07
              08
              09
              10

   PRIORITY CALL NO.
              2015568267
-------------------------------------------------------------
   SENDER'S NAME
         Johe Doe Corp.
   SENDER'S TELEPHONE NUMBER
         201 555 1234
   HEADER PRINT
07-JUL-2000 02:43    Johe Doe Corp.        201 555 1234      P.01
-------------------------------------------------------------
```

Option Setting List

This list shows the current status of the option settings.

OPTIONS SETTING LIST

01-JUL-2000 22:12

FOR:

NO.	ITEM	SETTING
1	FINE PRIORITY	NO
2	NUMBER OF RINGS IN AUTO ANSWER MODE	1 RING
3	5 RINGS TEL ANSWER	NO
4	RECALL INTERVAL	05 MINUTES
5	RECALL TIMES	02 TIMES
6	TEL/FAX REMOTE NO.	(5)**
7	REMOTE RECEPTION	YES
8	TRANSACTION PRINT SELECT	ERROR ONLY
9	DIAL MODE	TONE
10	PSEUDO RINGING DURATION	15S
11	QUIET DETECT TIME	04S
12	FAX ANSWER WHEN A.M. FAILS	NO
13	DUPLEX RINGING	NO
14	FAX SIGNAL RECEIVE	YES
15	JUNK NO. CHECK	NO
16	POLLING	NO
17	CALLER-ID	NO
18	COVER SHEET	NO
19	AUTO PRINT OUT	NO
20	ECM MODE	YES

Anti Junk Number List

This list shows the numbers that are blocked by the Anti Junk function.

ANTI JUNK NUMBER LIST
07-JUL-2000 02:50

ANTI JUNK NO. CHECK : NO

STORED LOCATION	JUNK FAX NO.
1	2015546621
2	2014573321
3	1023570251

Caller ID List

This list shows information about your most recent calls (maximum of 20 calls). (This list is only available if you are using the Caller ID function.)

CALLER-ID LIST
07-JUL-2000 13:20

AREA CODE: 123
FOR: Johe Doe Corp. 201 555 1234

NO.	DATE	RX TIME	NAME	TELEPHONE #	MODE
01	07-JUL	13:10	ANDERSON ALLEN	201-556-8267	FAX
02	07-JUL	13:11	MACDONALD MIKE	102-872-6621	FAX
03	07-JUL	13:11	SMITH SHARON	202-441-3900	A.M.
04	07-JUL	13:12	JONES JENNIFER	963-4451	TEL

Print Setup List

This list shows the current status of the printing settings accessed by pressing the **FUNCTION** key and the **6** key.

PRINT SET UP LIST

07-JUL-2000 18:09

FOR: John Doe Corp. 201 555 1234

NO.	ITEM	SETTING
1	INITIALIZE FILM	14-JAN-2000
2-1)	RECEPTION RATIO	AUTO
2-2)	PRINTING RATIO IN MEMORY FULL	93%
3	2 IN 1 PRINT	NO
4	PRINT CONTRAST	NORMAL
5	COPY CUT OFF	YES

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs. If desired, you can change the setting to have it printed out under a variety of other conditions. This is done by changing Option Setting 8 (Transaction Report Print Select) as described in Chapter 8.

- The same headings appear in the Transaction Report as in the Activity Report. See *Activity Report* in this chapter for an explanation of the headings.

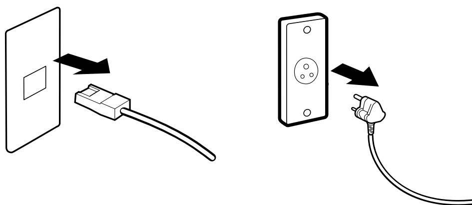
- The Transaction report cannot be printed out manually.

Maintenance

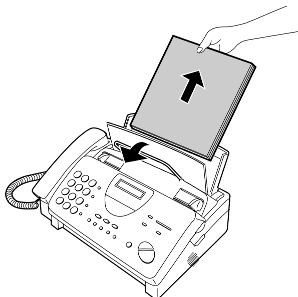
Fax print head

Clean the printing head frequently to assure optimum printing performance.

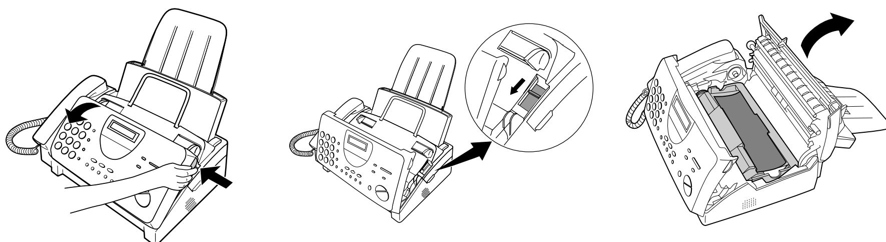
1 First unplug the telephone line, then unplug the power cord.



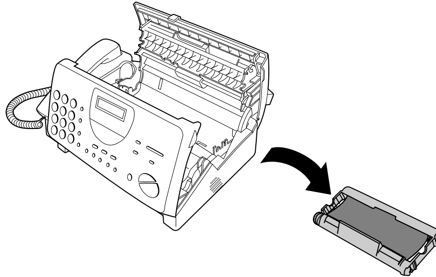
2 Pull the paper release plate forward and remove the paper.



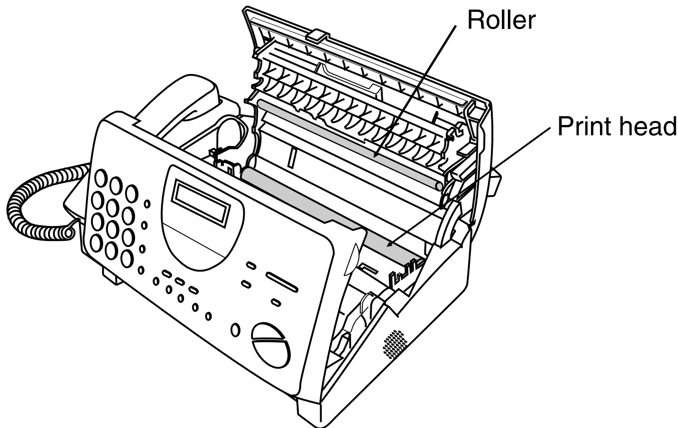
3 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



4 Take the imaging film cartridge out of the print compartment and place it on a sheet of paper.



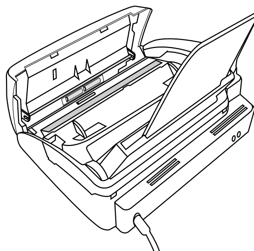
5 Wipe the print head and roller with isopropyl alcohol.



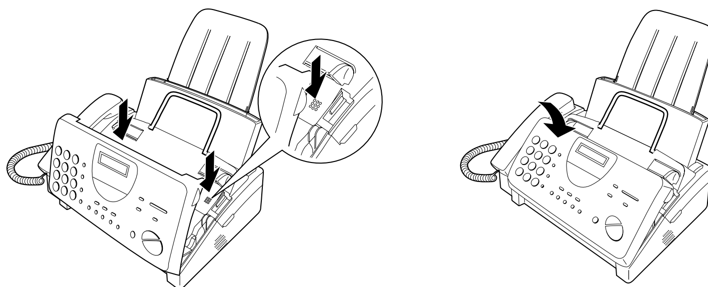
Caution!

- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.

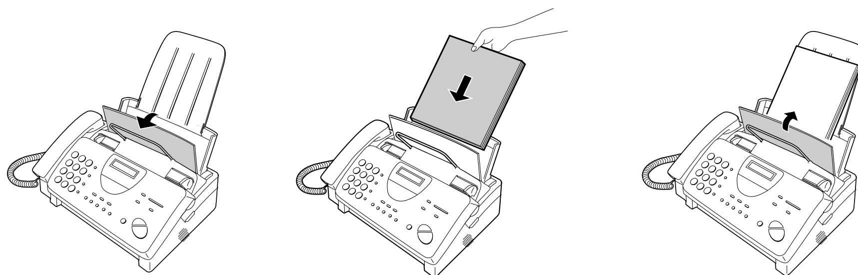
6 Place the imaging film cartridge back in the print compartment.



7 Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.



8 Pull the paper release plate toward you, reinsert the paper in the paper tray, and then push the paper release plate back down.

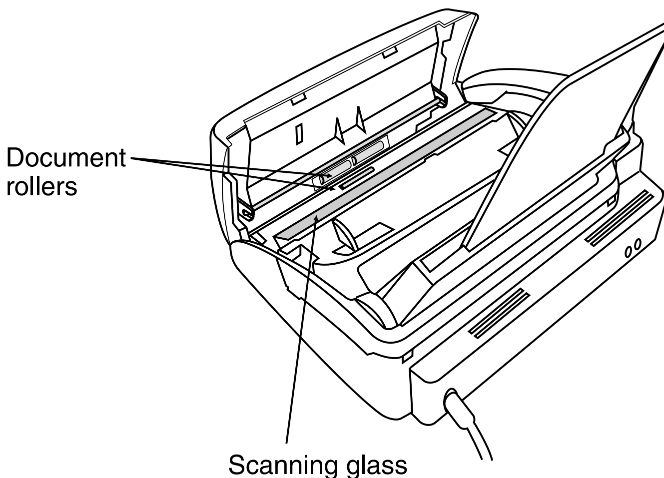


If SET PAPER & PRESS START KEY appears in the display, make sure the paper is inserted correctly and then press the **START/MEMORY** key.

Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel (grasp the finger hold and pull up), and wipe the scanning glass and rollers with a soft cloth.

- ♦ Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt and stains will cause vertical lines on transmitted images and copies.
- ♦ Adhesive cellophane tape is useful for removal of debris from the rollers.



Caution: When wiping, take care not to damage any of the protruding parts on the underside of the operation panel.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- Do not use benzene or thinner. These solvents may damage or discolour the machine.

Troubleshooting

Problems and Solutions

Answering machine connection

Problem	Check and remedy
The answering machine connection does not operate properly.	• Make sure your fax machine's reception mode is set to A.M. • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that Option Setting 11 (Quiet Detect Time) is set to three or four seconds (see Chapter 8).

Line error

Problem	Check and remedy
LINE ERROR appears in the display and/or a transaction report is printed out with **COM. E-** and a number from **0** to **1, 2, 3, 4, 5, 6,** or **7** in the **NOTE** column.	● Try the transaction again. If the error persists, check the following: ● Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. ● Make sure there are no modem devices sharing the same telephone line. ● Check with the other party to make sure their fax machine is functioning properly. ● Have your telephone line checked for line noise. ● Try connecting your fax to a different telephone line. ● If the problem still occurs, your fax machine may need service.

Dialing and transmission problems

Problem	Check and remedy
No dial tone when you pick up the handset or press the **SPEAKER** key.	● Make sure the handset cord is connected to the correct socket. See *Handset* in *Connections* in Chapter 1.
Dialling is not possible.	● Make sure the power cord is properly plugged into a power outlet. ● Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket.

	● Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 9 in Chapter 8.
The power is on, but no transmission takes place.	● Make sure that the receiving machine has fax paper. ● Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. ● If the receiving machine is in manual mode with no attendant, reception will not be possible. ● If the receiving machine is not a Sharp model, make sure it is G3 compatible. ● Check the display for error messages. ● Pick up the handset and check for a dial tone. Call the receiving machine by normal (manual) dialling, and confirm its response.
Nothing is printed at the receiving end.	● Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	● Noise on the telephone line may cause distortion. Try sending the document again. ● Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.

Reception and copying problems

Problem	Check and remedy
The power is on, but no reception takes place.	● Make sure the wall socket is connected to the **TEL. LINE** socket, and **not** the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	● Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy to confirm the printing ability of your machine.

Problem	Solution
General print quality is poor.	● It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	● Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it.
Received images are distorted.	● Noise on the telephone line may cause distortion. Have the other party try sending the document again. ● The print head may be dirty. See *Fax print head* in Chapter 10. ● Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
The quality of copies is poor and/or black spots appear.	● Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the fax print head and the scanning glass as explained in Chapter 10.
Reception/copying is interrupted.	● If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.
A received document or copy prints out in strips.	● Make sure the operation panel and the printer compartment cover under the operation panel are completely closed (press down on both sides of each). (To close the printer compartment cover, grasp the top of the operation panel and pull to open it, and then press down on both sides of the printer compartment cover.)

General problems

Problem	Check and remedy
Information cannot be programmed in the fax.	● Make sure the fax is plugged in and the imaging film and paper have been loaded. (Programming is not possible if the imaging film and printing paper have not been loaded.) See *Loading the Imaging Film* and *Loading Printing Paper* in Chapter 1.
Nothing appears in the display.	● Make sure the power cord is properly plugged into a power outlet. ● Connect another electrical appliance to the outlet to confirm that it has power.
The machine does not respond when you press any of its keys.	● If a beep sound is not made when you press the keys, unplug the power cord and then plug it back in several seconds later.
Automatic document feeding does not work for transmission or copying.	● Check the size and weight of the document (see *Transmittable documents* in Chapter 2).
Voice calls taken on an extension phone are interrupted by the fax.	● The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	● Make sure you have not run out of paper. ● Make sure the transmitting machine is in automatic reception mode. ● If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Messages and Signals

Display messages

A.M. OFF HOOK	When the fax is in A.M. reception mode, this message appears when the handset of an answering machine (or extension phone) connected to the fax has been lifted.
CHECK PAPER SIZE	The paper size setting is incorrect. Change the paper size setting as described in "Loading Printing Paper" in Chapter 1.
COVER OPEN	The print compartment cover (under the operation panel) is open. Open the operation panel (grasp the top and pull toward you), and then press down firmly on both sides of the print compartment cover to close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*.
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FILM END	The imaging film may need replacement. Check the film and replace if necessary.
FUNCTION MODE	The **FUNCTION** key has been pressed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** again to take the other party off hold.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again. If the error persists, see *Line Error* in *Problems and Solutions* in this chapter.

MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitue Reception to Memory* in Chapter 3). If you are attempting to transmit from memory, see *Sending Documents from Memory* in Chapter 7.
MEMORY PRINTING	The fax is preparing or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OUT OF PAPER	You are out of printing paper (or the paper release plate is open). Load paper as described in *Loading Printing Paper* in Chapter 1.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax is waiting for you to dial. (To return to the date and time display, press the **SPEAKER** key again.)
OVER HEAT	The print head has overheated. Operation may be continued once it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
READY TO SEND	A document has been loaded and the fax is waiting for transmission or copying instructions.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic Redialling* in *Sending a Fax by Automatic Dialling* in Chapter 2.)

SEARCH DIAL	The **HOLD/SEARCH** key has been pressed. Press **#** or **⁎** to search for an automatic dialling number, or press **STOP** to return to the data and time display. (See *Using the **HOLD/SEARCH** key* in *Sending a Fax by Automatic Dialling* in Chapter 2.)
SET PAPER &/ PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper in the tray, make sure it is inserted correctly and then press the **START/MEMORY** key.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

Clearing Paper Jams

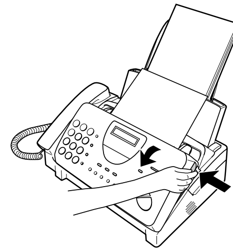
Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START/MEMORY** key. If it doesn't feed out, remove it as follows:

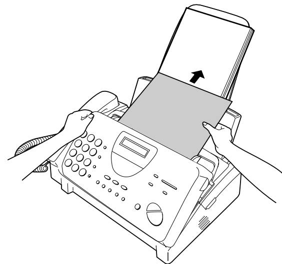
Important:

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

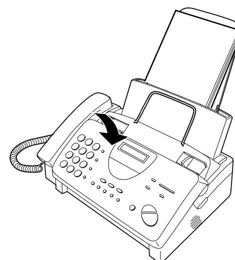
1 Open the operation panel by grasping the finger hold and pulling up.



2 Remove the document.

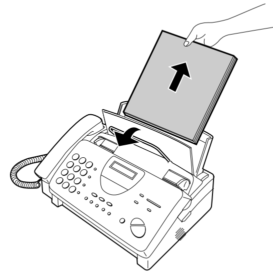


3 Close the operation panel, making sure it clicks into place.

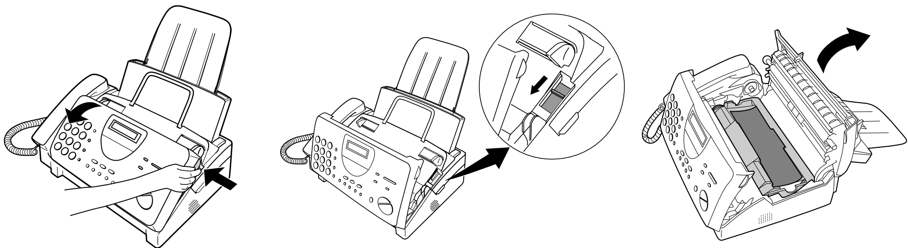


Clearing jammed printing paper

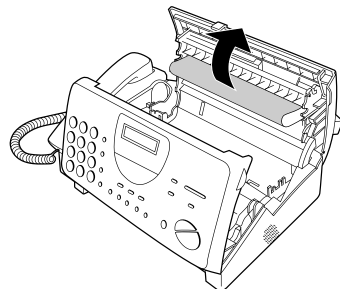
1 Pull the paper release plate forward and remove the paper.



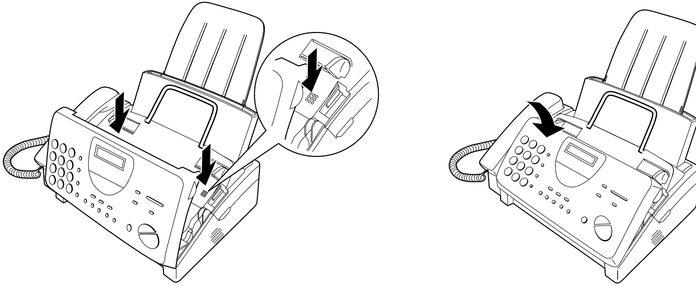
2 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



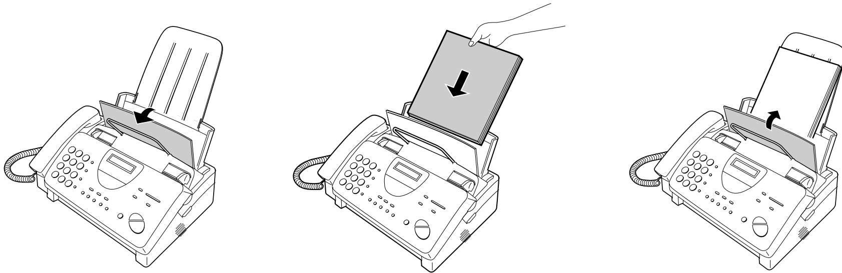
3 Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.



4 Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.



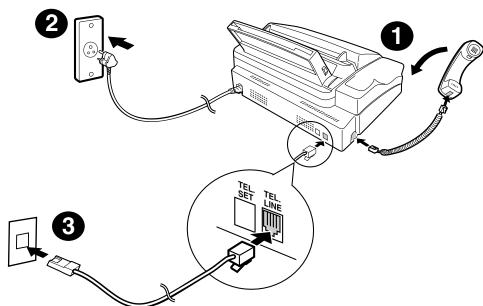
5 Pull the paper release plate toward you, reinsert the paper in the paper tray, and then push the paper release plate back down.



If SET PAPER & PRESS START KEY appears in the display, make sure the paper is inserted correctly and then press the **START/MEMORY** key.

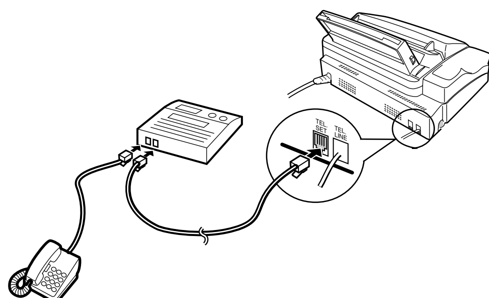
QUICK REFERENCE GUIDE

INSTALLATION



1. Connect the handset as shown.
2. Plug the power cord into a grounded, 220-240 V outlet.
3. Plug one end of the telephone line into the **TEL. LINE** socket on the rear of the fax and the other end into a telephone wall socket.

Connecting an answering machine and/or extension telephone



1. Remove the seal covering the **TEL. SET** socket on the rear of the fax. Connect an extension telephone or answering machine to the **TEL. SET** socket.
2. If desired, connect an extension phone to the answering machine.

ENTERING YOUR NAME AND NUMBER

Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 # #

Display shows: OWN NUMBER SET

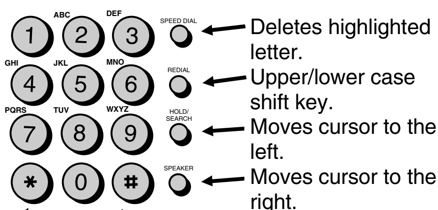
2. Press: START/MEMORY
3. Enter your fax number (max. of 20 digits) by pressing the number keys.

♦ If you make a mistake, press the **HOLD/SEARCH** key to move the cursor back to the mistake, then enter the correct number or letter.

4. Press: START/MEMORY
5. Enter your name by pressing the appropriate number keys as shown below.

♦ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

A =	2 2	J =	5 5	S =	7 7 7 7 7
B =	2 2 2	K =	5 5 5	T =	8 8
C =	2 2 2 2	L =	5 5 5 5	U =	8 8 8
D =	3 3	M =	6 6	V =	8 8 8 8
E =	3 3 3	N =	6 6 6	W =	9 9
F =	3 3 3 3	O =	6 6 6 6	X =	9 9 9
G =	4 4	P =	7 7	Y =	9 9 9 9
H =	4 4 4	Q =	7 7 7	Z =	9 9 9 9 9
I =	4 4 4 4	R =	7 7 7 7	SPACE =	1 1



Press either key one or more times to select and enter a symbol.

6. When finished, press: START/MEMORY STOP

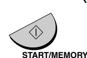
SETTING THE DATE AND TIME

Note: Imaging film and paper must be loaded to perform the following operation.

Press: FUNCTION 3 * * *

Display shows: DATE & TIME SET

Press the **START/MEMORY** key: 

Enter two digits for the Day (01 through 31).
Enter two digits for the Month (01 through 12).
Enter four digits for the Year (Ex: 2000).
Enter two digits for the Hour (00 through 23).
Enter two digits for the Minute (00 through 59).
When finished, press:  

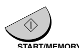
STORING AND CLEARING NUMBERS FOR AUTO DIALING

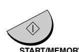
Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 #

   Display shows: FAX/TEL # MODE

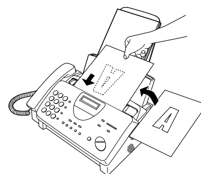
2. Press **1** to store a number or **2** to clear a number.
3. Enter a 2-digit Speed Dial number (from 01 to 08 for Rapid Key Dialling, or 09 to 88 for Speed Dialling). (If you are clearing a number, go to Step 7.
4. Enter the full telephone/fax number.
5. Press:

6. Enter the name of the location by pressing number keys (max. of 20 characters). (Refer to the letter entry table in ENTERING YOUR NAME AND NUMBER.)
7. Press:  

SENDING DOCUMENTS

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press SPEAKER
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key)
4. Press: 

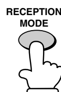
Rapid Key Dialling

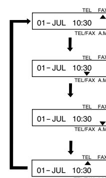
Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialling

1. Press: 
2. Enter 2-digit Speed Dial number.
3. Press: 

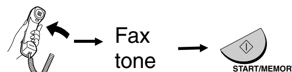
RECEIVING DOCUMENTS

Press: 



FAX mode: The fax automatically answers on two rings and receives the incoming document.

TEL mode:



→ RECEIVING →



TEL/FAX mode:
The fax machine automatically answers on two rings and receives faxes. Voice calls (including manually dialled fax transmissions) are signalled by a special ringing sound.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

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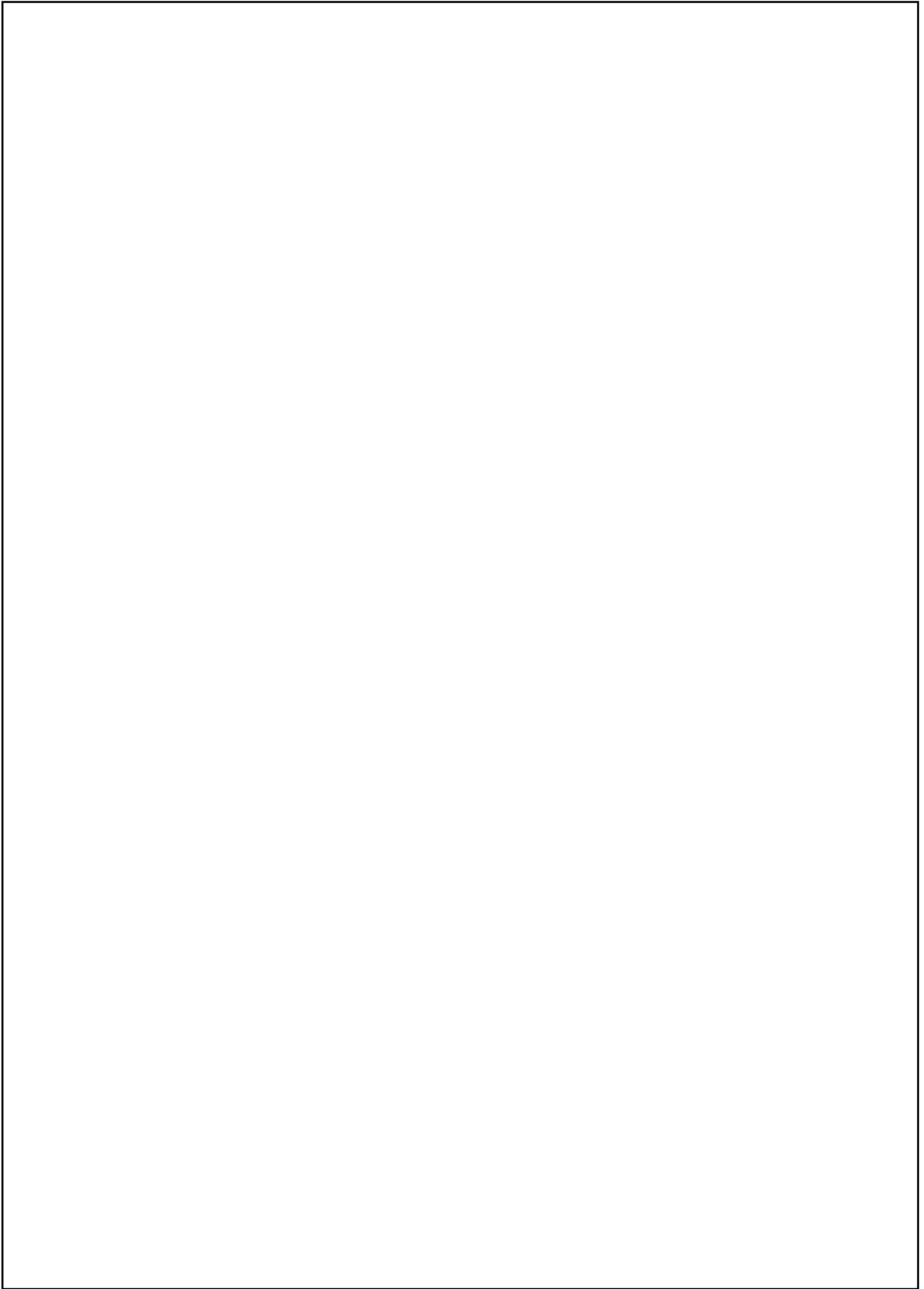
P

R

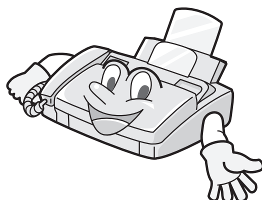
S

T

V



前言



歡迎惠顧，感謝您選購夏普傳眞機！您購買的夏普傳眞機具有以下特性和規格。

自動撥號	快速撥號：8個號碼 縮位撥號：80個號碼
成像膠片	預備的膠片（裝在傳眞機上）： 10m膠片捲（約A4尺寸30頁） 更換膠片： FO-3CR 30m膠片捲（包裝箱中有兩卷，一卷長度約A4尺寸95頁）
自動送稿器	最多10頁
記憶體容量*：	512KB（ECM關時平均約30頁）
調制解調器速度	14000比特／秒自動回落至較低速度。
傳送時間*	約6秒（僅限於ECM開時）
接收模式	傳眞，電話，自動識別，外接答錄
解晰度	**水平**：8線／mm **垂直**：標準：3.85線／mm 精細／中間色調：7.7線／mm 超精細：15.4線／mm

* 基於ITU-T測試圖＃1，不包括通訊規程訊號（如，僅ITU-T相位C時間）所需的時間。

顯示屏	16位液晶顯示屏
記錄方式	感熱式
中間色調（灰度等級）	64級
可利用的電話線路	公共交換電話網
兼容性	ITU-T（CCITT）G3模式
壓縮方法	MH、MR、MMR
掃描方法	送稿器CIS（接觸式圖像傳感器）
有效記錄寬度	最大204mm
輸入文件尺寸	**自動送稿：** 寬度：148至210mm 長度：140至297mm **手動送稿：** 寬度：148至210mm 長度：140至600mm
有效掃描寬度	最大210mm
對比度控制	自動／深色可調式
影印功能	一份／多份影印／分頁影印（99份／每頁）
電話功能	標準 （停電時不能使用來電留言／外出留言）
電源	220-240V交流，50/60Hz
工作溫度	5至35°C
濕度	最大：85%
功耗	待機：2.3W 最大：115W
尺寸	寬：343mm 長：313mm 高：312mm
重量	約3.4kg

爲求不斷改進，夏普（SHARP）公司有權改變產品的設計和規格，恕不另行通知。上面所列出的性能規格數據爲產品的標稱值，個別機器的參數可能有所不同。

重要的安全注意事項

- 請勿拆解本傳眞機或試圖進行本說明書中未加以說明的操作。所有的維修工作均請專業維修人員進行。
- 本傳眞機僅可連接至220-240V，50-60Hz接地（3眼）的插座上。連接至其他任何類型的插座可能損壞傳眞機。
- 請勿在水源附近或當您的手濕時安裝或使用傳眞機。小心不要讓液體潑濺到傳眞機上。
- 如果出現下列情況，請將傳眞機從電源插座和電話線插座上拔下，並與專業維修站聯繫：
  －液體潑濺到傳眞機上，或傳眞機淋雨或淋水。
  －傳眞機發出異味、冒煙或發出不正常的噪音。
  －電源線擦破或損壞。
  －傳眞機摔落或外殼破損。
- 請勿在電源線上放置任何物品，請勿將傳眞機安裝在電源線會被人踩到的場所。
- 切勿將任何類型的物品插入傳眞機的槽或開口，否則可能有 火或受電擊的危險。如果有物品掉進傳眞機，而您又無法將其順利取出，請拔下傳眞機的電源線，與專業維修站聯繫。
- 請勿將傳眞機放在不穩定的推車、架子或桌子上，如果翻倒，傳眞機可能會被嚴重損壞。

- 切勿在閃電雷雨時安裝電話線。
- 除非電話插口是特別爲用於潮濕場所而設計的，否則切勿將電話插口安裝在潮濕場所。
- 除非已將電話線從公共電話網上斷開，否則切勿觸摸非絕緣的電話線或端子。
- 在安裝或遷移電話線時請多加小心。
- 請避免在雷雨閃電時使用電話（無繩電話除外），否則有遭受遠方閃電電擊的危險。
- 請勿使用瓦斯漏泄處附近的電話通報瓦斯漏泄事故。
- 接線插座應安裝在傳真機附近，並應便於連接。

重要：

- 本傳眞機不是設計用於具有當地電話公司提供的呼叫等待 、電話轉接或其他某些特殊服務的線路。如果試圖在利用這類服務的電話線上使用本傳眞機，則可能在傳送和接收傳眞資訊時出現錯誤。
- 本傳眞機與數碼電話系統不兼容。

目錄

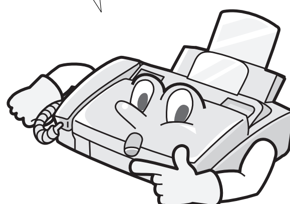
章 1 安裝

拆箱檢點表

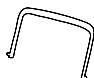
安裝之前，請確認下列所有零部件是否齊備。

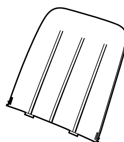
若有欠缺，請與經銷商或零售商聯繫。





原稀支架

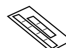




列印紙托架延伸板

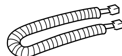
聽筒

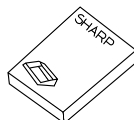




快速撥號鍵標籤

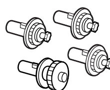
聽筒接線

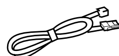




使用手冊

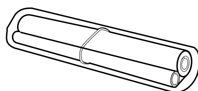
齒輪（4）

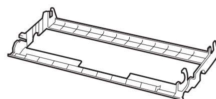




電話線

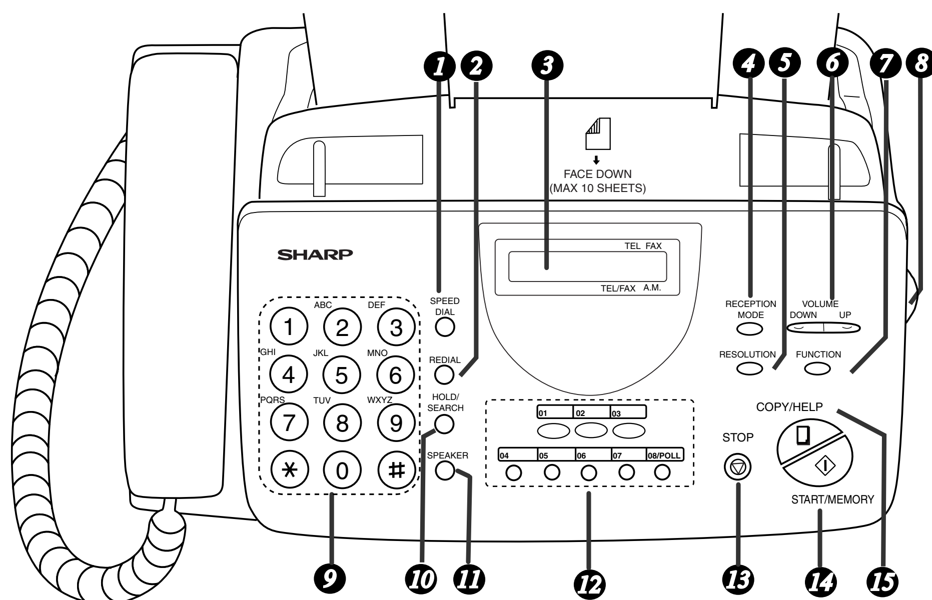
成像膠片（預備的膠片捲）





成像膠片匣

操作面板一覽



❶ **SPEED DIAL鍵**

按此鍵撥一個2位數的縮位撥號號碼。

❷ **REDIAL鍵**

按此鍵自動重撥上次撥打的號碼。

❸ **顯示屏**

顯示操作和編程中的各種資訊和提示。

❹ **RECEPTION MODE鍵**

按此鍵選擇接收模式。顯示屏上出現一個箭頭指出當前所選的接收模式。

❺ **RESOLUTION鍵**

在發送或影印文件之前按此鍵調節解晰度和對比度。

❻ VOLUME鍵

按這些鍵，在按下SPEAKER鍵後可用來調節揚聲器的音量，而在其他任何時候可用來調節振鈴音量。

❼ FUNCTION鍵

按此鍵選擇各種特殊功能。

❽ **面板打開指孔**

抓住此指孔向身前拉以打開操作面板。

❾ **數碼**鍵

利用這些鍵進行撥號，也可在號碼／姓名的記憶步驟中用來輸入數碼和字母。

❿ HOLD/SEARCH鍵

按此鍵搜索一個自動撥號號碼，或在通話中按此鍵以保留對方的電話稍後再通話。

⓫ SPEAKER鍵

在發送文件或撥號之前，按此鍵可從揚聲器聽到線路和傳真音。

註：**這並不是揚聲器電話**，您必須拿起聽筒與對方通話。

⓬ **快速撥號**鍵

按其中一個鍵自動撥傳真或電話號碼。（請注意必須貼上快速撥號鍵標籤。）

⓭ STOP鍵

按此鍵在操作結束之前將其取消。

⓮ START/MEMORY鍵

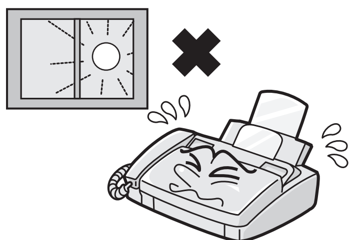
按此鍵發送或接收文件，或在發送前掃描文件並存入記憶體。

⓯ COPY/HELP鍵

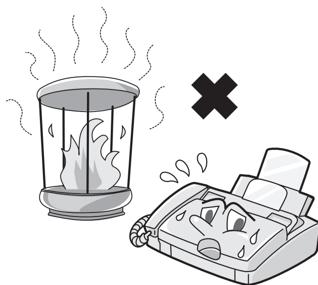
當送稿器上有文件時，按此鍵影印文件。在其他任何時候按此鍵則列印疑問求助清單，即傳真機操作的快速參考指南。

連接

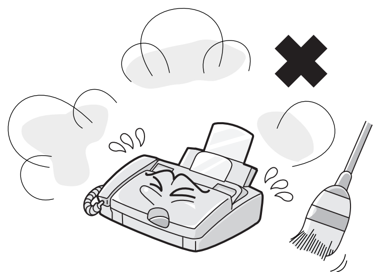
安裝時要牢記的要點



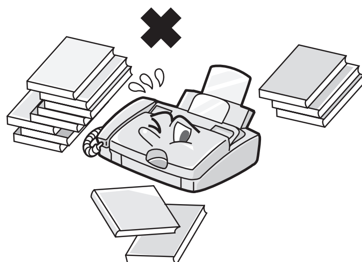
請勿將傳眞機放置於直射陽光下。



請勿將傳眞機放置於加熱器或空調器附近。



請勿將傳眞機放置於多塵之處。



保持傳眞機周圍整潔。

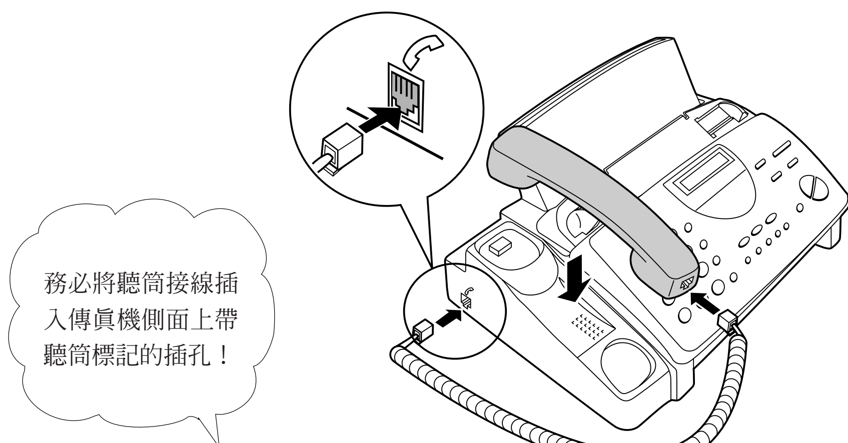
關於濕氣凝結

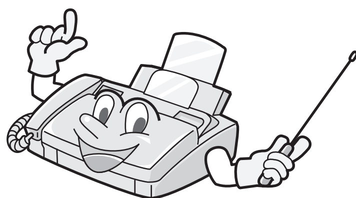
如果將傳眞機從寒冷之處搬移到溫暖的場所，掃描玻璃上可能會有濕氣凝結，影響傳送文件的正常掃描。爲消除濕氣凝結，請在使用傳眞機之前接通電源並等待約兩小時。

聽筒

請按圖示連接聽筒，並將其放在聽筒座上。

♦ 聽筒接線的兩端插頭相同，任意插入哪一個插座都可以。







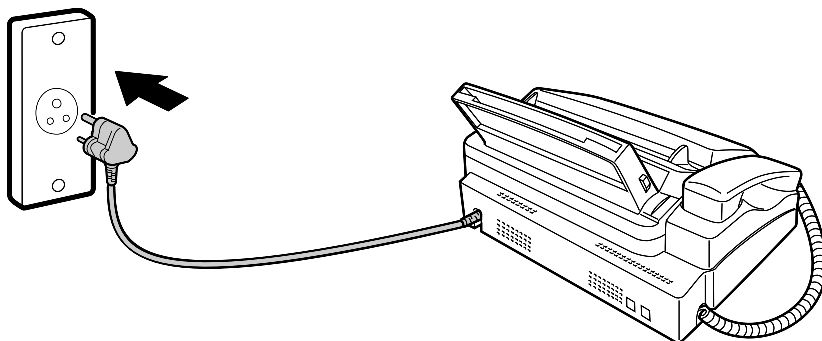
可利用聽筒打普通電
話，或手動傳送和接收
文件。

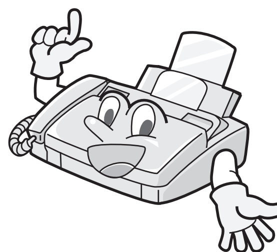
電源線

將電源插頭插入220-240V，50-60Hz接地（3眼）的交流電源插座。

小心！

請勿將電源線插在其他規格的插座上，否則將損壞傳真機，而這不在保修範圍之內。

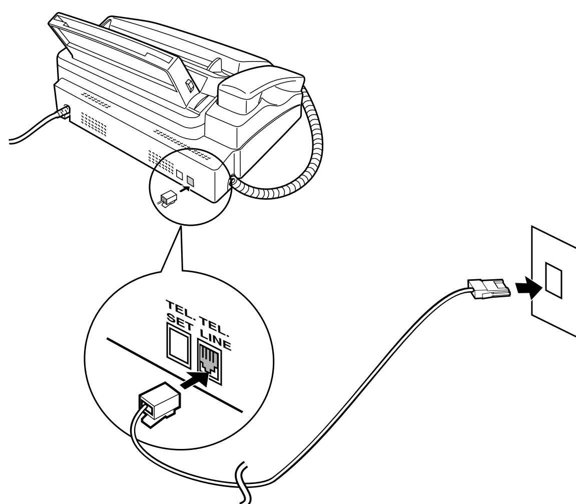




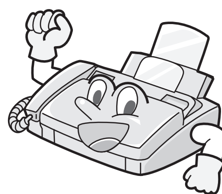
註：如果在貴地區經常發生閃電或電涌，最好在電源線和電話線上安裝電涌保護器。電涌保護器在大部分的電話專賣店有售。

電話線

將電話線的一端插入傳真機背面有TEL. LINE標記的插座中，將另一端插入牆壁上的電話插孔。



務必將電話線插入TEL. LINE插座，**請勿**將其插入TEL. SET插座。



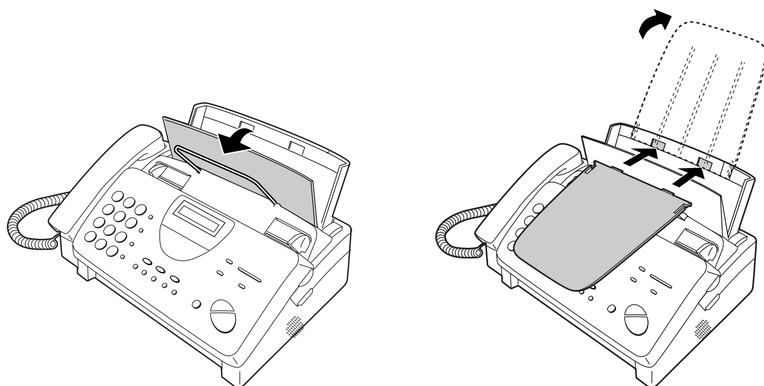
註釋：

- 本傳眞機被設定爲音頻式撥號。如果您使用的線路衹有脈衝式撥號，則必須改變可選設定9，以將傳眞機設定爲脈衝式撥號。操作步驟在第8章“可選設定”中說明。
- 如果您試圖在同一條電話線上使用電腦傳眞調制解調器，則必須將可選設定14（傳眞訊號接收）重新設定爲NO，以防止傳送和接收出錯。操作步驟在第8章“可選設定”中說明。

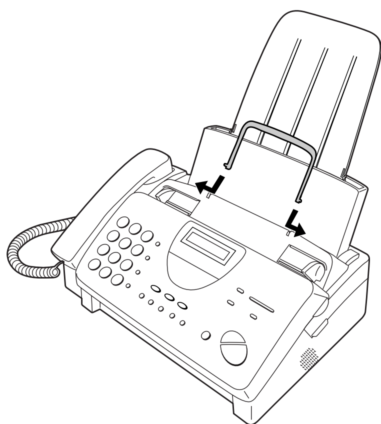
托架

安裝列印紙托架延伸板。

♦ 向前拉列印紙釋放板。將列印紙托架延伸板水平插入列印紙托架上的開槽中。向上轉動列印紙托架延伸板，直至發出喀嗒聲到位。



安裝原稿支架。



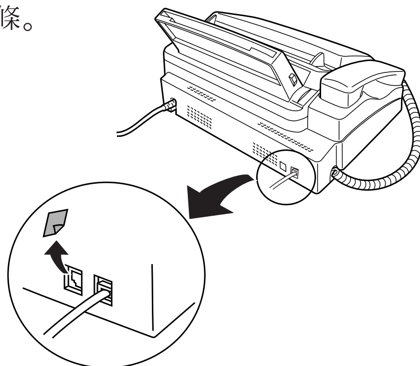
註：原稿支架有頂邊和底邊。若不能將支架上的凸片插入孔中，請將支架翻轉。

分機電話（任選）

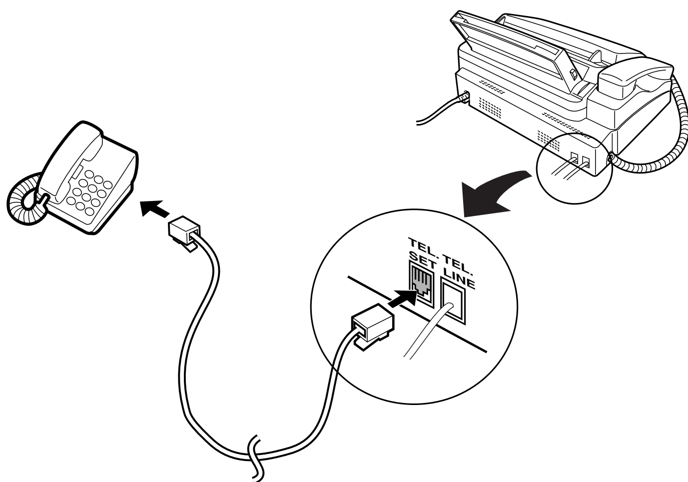
若有必要，可以在傳真機的TEL. SET插座上連接一部分機電話。

♦ 若要在傳真機上連接應答機，請參見第6章“應答機的連接”。

1 取下貼在TEL. SET插座上的封條。



2 將分機電話線連接至TEL. SET插座。



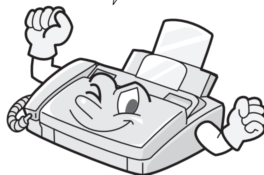
安裝成像膠片

本傳真機使用成像膠片捲產生列印的文字和影像。傳真機的列印頭在成像薄膜上加熱使墨粉轉移到紙上。按照以下步驟安裝或更換膠片。

裝在傳真機上的預備成像膠片捲可以列印A4尺寸紙約30頁。

更換膠片時，請使用Sharp FO-3CR成像膠片。一捲膠片可以列印A4尺寸紙約95頁。



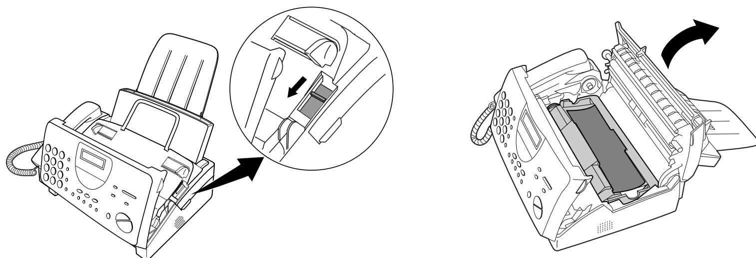


註： 如果列印紙托架上有紙，請在安裝成像膠片之前，將列印紙釋放板向前拉並取出列印紙。

1 抓住指孔向上拉打開操作面板。

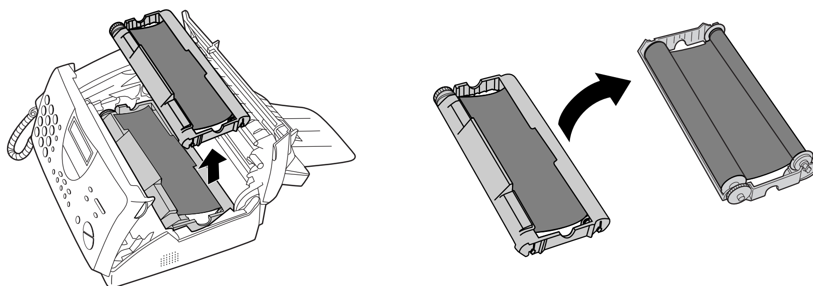


2 向前拉傳真機右側的綠色鬆開鈕，打開列印艙蓋。

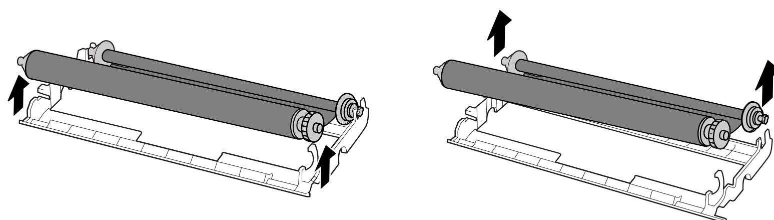


如果第一次安裝成像膠片，請進到步驟6。

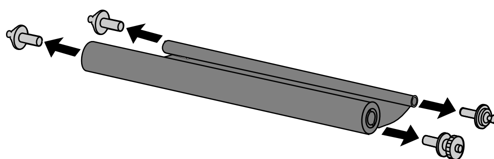
3 從列印艙中取出成像膠片匣（抓住此匣前面的把手）並將其翻倒。



4 從匣中取出用過的膠片。

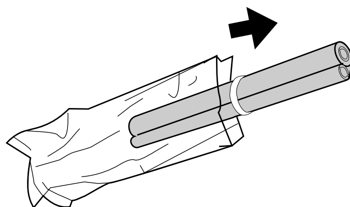


5 從用過的膠片中取出四個綠色的齒輪。
請勿丟棄這四個綠色齒輪。



6 從包裝袋中取出新的成像膠片捲。

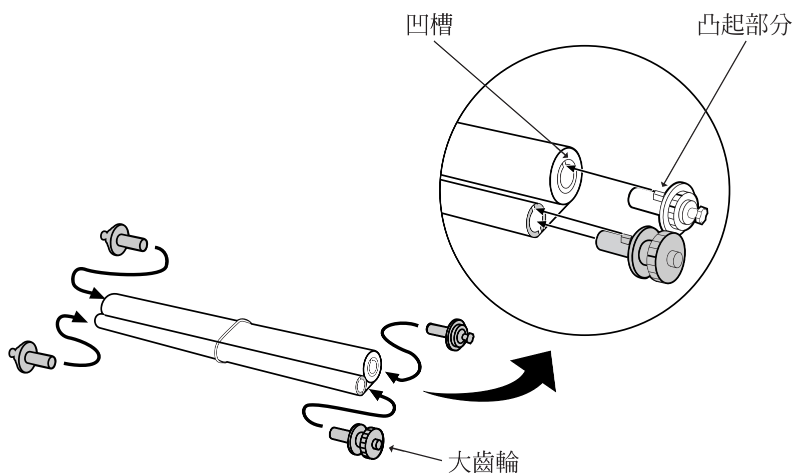
- 還不要取下捆綁膠片捲的帶子。



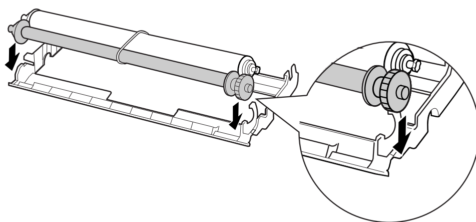
7 將大齒輪插入空捲軸的綠色端子。務必將大齒輪上的兩個凸起部分與捲軸端子的凹槽牢固配合。

將其餘三個齒輪插入捲軸，務必將各齒輪上的凸起部分與各捲軸端子的一個凹槽牢固配合。

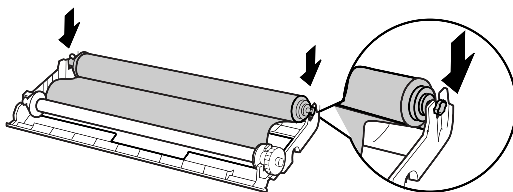
- 若有必要，輕輕將兩個捲軸拉開便於齒輪配合（帶子將伸長）。



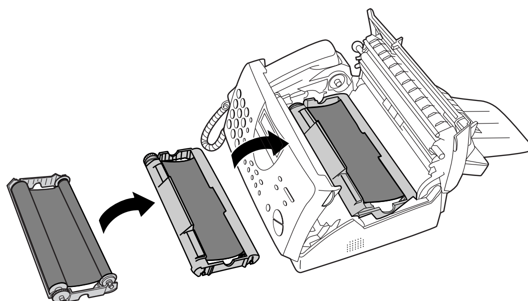
8 將大齒輪裝在成像膠片匣的大支架上（務必使它發出喀嗒聲到位），然後將捲軸另一端的小齒輪裝在其支架上。



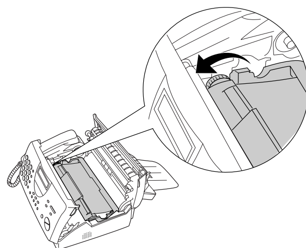
9 切斷將兩個捲軸捆綁在一起的帶子。輕輕展開膠片並將小齒輪裝在其支架上。



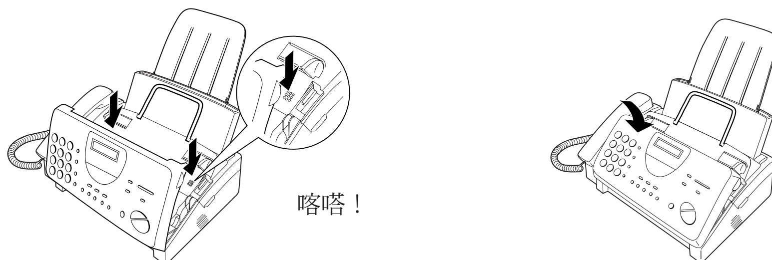
10 翻轉膠片匣，抓住把手，將膠片匣裝入列印艙中。



11 朝身前轉動大齒輪使膠片拉緊。



12 關上列印艙蓋（向下按兩側使其發出喀嗒聲到位），然後關上操作面板。



13 將列印紙裝在列印紙托架上並按以下鍵將膠片初始化。

註： 將膠片初始化之前必須先裝紙。關於列印紙的安裝請參見下節“安放列印紙”。



（初始化膠片）

需要更換成像膠片時

出現以下顯示時請更換成像膠片：

FILM END （膠片用完）

請使用以下成像膠片（可以從經銷商或零售商處買到）：

夏普FO-3CR成像膠片

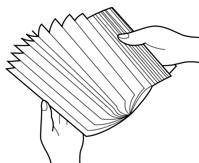
安放列印紙

可以在列印紙托架上放上A4尺寸的紙。安放的最大紙張數是：

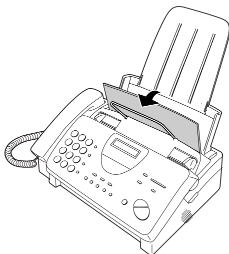
♦ 60至75 g/m²的紙60張

♦ 75至90 g/m²的紙50張

1 將紙張搞散，然後在平面上輕垛紙疊的邊緣使其整齊。

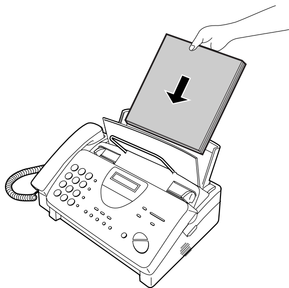


2 向前拉列印紙釋放板。



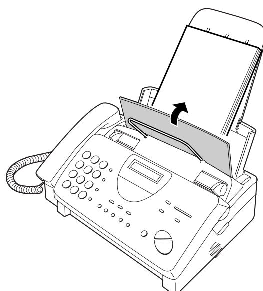
3 將紙疊裝入托架，**使列印面朝下**。

・若托架上還有剩紙，請在加裝新紙之前將其取下，與新紙合成一疊。



務必正確裝紙，以列印在紙的**列印**面上。列印在反面將使列印質量變差。

4 推回列印紙釋放板。



若未推回列印紙釋放板，將引起送紙故障。

註：接收傳眞或影印文件時，請勿使大量的紙堆積在輸出托架上，否則可能阻礙輸出而引起夾紙。

註：如果在進行復制或接收傳眞時顯示屏上交替出現以下訊息，請檢查列印紙托架。如果托架空了，請加紙，然後按**START/MEMORY**鍵。如果有紙，請確認紙張插入是否正確，然後按**START/MEMORY**鍵。

（放紙） SETPAPER & ⟷ PRESS START KEY （按START鍵）

5 傳眞機在出廠時設定爲以普通對比度列印。
根據所裝的列印紙類型，也可能將該設定改變爲LIGHT（淡色）會獲得更佳的列印質量。
如下圖所示按鍵：



顯示屏上將顯示： PRINT CONTRAST （列印對比度）

按1 選擇NORMAL（普通）或按2 選擇LIGHT（淡色）。

NORNAL LIGHT

1 或 2

顯示屏上將顯示： COPY CUT-OFF （影印切除）

按STOP鍵恢復日期和時間顯示。

STOP

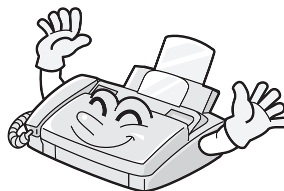


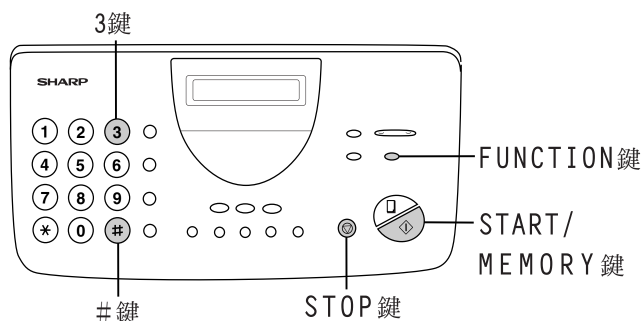
輸入您的姓名和傳真號碼

使用傳眞機之前，需要輸入您的姓名和傳眞機的電話號碼。還需設定日期和時間。

一旦輸入了這些資訊，它們將自動出現在您發送的每一頁文件的頂端。



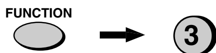




註：在輸入您的姓名和傳眞號碼之前，必須安裝成像膠片和打印紙 。

---

1 按功能鍵和3鍵：



顯示屏上將顯示： ENTRY MODE （輸入模式）

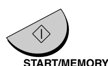
---

2 按兩次＃鍵：



顯示屏上將顯示： OWN NUMBER SET （自己的傳眞號碼設定）

3 按START/MEMORY鍵。



顯示屏上將顯示：ENTER FAX #（輸入傳真號碼）

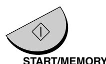
4 按數字鍵輸入您的傳真號碼。最多可輸入20位數字。

- 若要在數字之間插入空格，按#鍵。若要插入"+"，按*鍵。
- 如果出錯，按HOLD/SEARCH鍵將光標移回到出錯位置，然後輸入正確的數字。新的數字將取代舊的數字。

例如：5 5 5 # 1 2 3 4

光標：顯示屏上的黑色方塊標記，表示數字或字母的輸入位置。

5 按START/MEMORY鍵將傳真號碼存入記憶體。



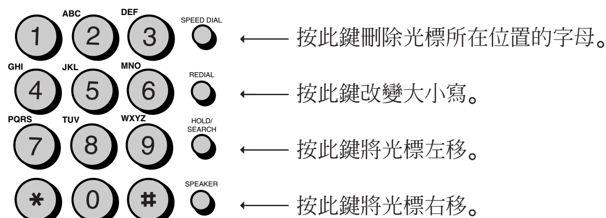
顯示屏上將顯示：ENTER YOUR NAME（輸入您的姓名）

6 如下圖所示按數字鍵輸入您的姓名，最多可輸入24個字符。

- 若要連續輸入兩個需用同一個鍵的字母，在輸入第一個字母後按SPEAKER鍵，使光標向前移一位。

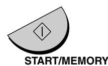
例如：SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7

A = 2 2	J = 5 5	S = 7 7 7 7 7
B = 2 2 2	K = 5 5 5	T = 8 8
C = 2 2 2 2	L = 5 5 5 5	U = 8 8 8
D = 3 3	M = 6 6	V = 8 8 8 8
E = 3 3 3	N = 6 6 6	W = 9 9
F = 3 3 3 3	O = 6 6 6 6	X = 9 9 9
G = 4 4	P = 7 7	Y = 9 9 9 9
H = 4 4 4	Q = 7 7 7	Z = 9 9 9 9 9
I = 4 4 4 4	R = 7 7 7 7	SPACE = 1 1



反覆按這兩個鍵之一選擇以下符號：
./!"#$%&'() *+,-:;<=>?@[¥]^_`{|}→←

7 按START/MEMORY鍵將您的姓名存入記憶體。



顯示屏上將顯示： SECURITY SELECT （安全功能選擇）

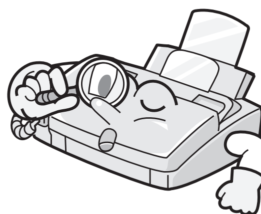
8 按STOP鍵返回到日期和時間顯示。

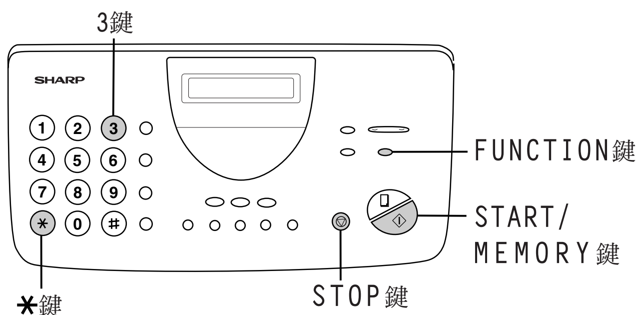
STOP



設定日期和時間

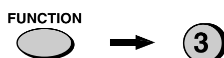
日期和時間出現在顯示屏和報告中，並打印在每一頁傳送文件的頂端。





註：設定日期和時間之前，必須安裝成像膠片和打印紙 。

1 按功能鍵和3鍵：



顯示屏上將顯示：

ENTRY MODE

（輸入模式）

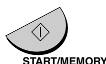
2 按三次✱鍵。



顯示屏上將顯示：

DATE & TIME SET

（日期和時間設定）

3 按START/MEMORY鍵。 

- 當前設定的日期將出現在顯示屏上。

4 輸入兩位數的日期（“01”至“31”）。

- 若要糾正錯誤，按SPEED DIAL鍵將光標移回到出錯的位置，然後輸入正確的數字。

例如：5日 

5 輸入兩位數的月份（一月爲“01”，二月爲“02”，十二月爲“12”等）。

例如：一月 

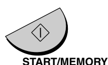
6 輸入年份（四位數）。

例如：2000 

7 輸入兩位數的小時（“00”至“23”）和兩位數的分鐘（“00”至“59”）。

例如：9:25 

8 按START/MEMORY鍵使時鐘開始運行。



顯示屏上將顯示：STORE JUNK #（記憶垃圾傳真號碼）

9 按STOP鍵返回到日期和時間顯示。



選擇接收模式

本傳真機有四種接收電話和傳真的模式。

TEL模式：

這是接收電話最方便的模式。你也可以接收傳真，但是必須首先拿起傳真機的聽筒或連接在同一電話線上的分機電話應答所有的電話。

FAX模式：

當您祇想在此線路上接收傳真時選擇本模式。傳真機將自動應答所有電話並接收傳真。

TEL/FAX模式：

本模式對於接收傳真和電話均方便。當電話打進來時，傳真機將檢測是電話（包括手動撥號傳真發送），還是自動撥號傳真。若是電話，傳真機將發出一種特殊的振鈴聲提醒您接電話。若是自動撥號傳真發送，將開始自動接收。

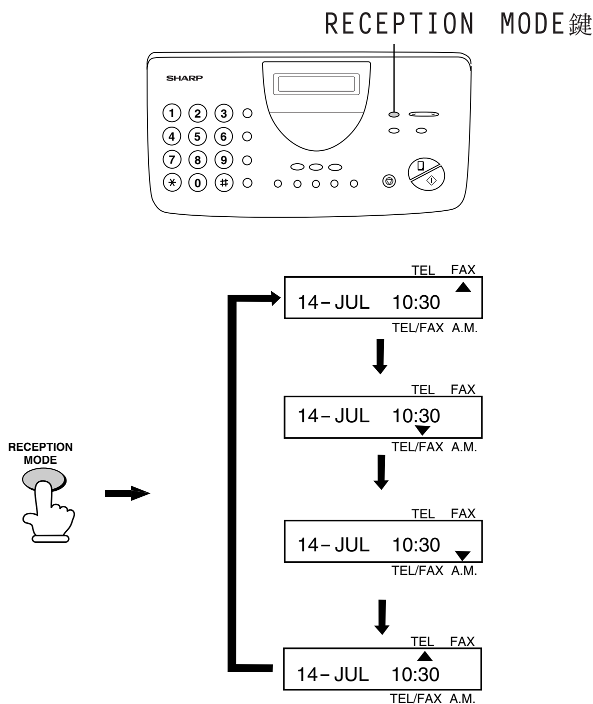
A.M.模式：

僅當連接了應答機時選擇本模式（參見第6章）。選擇此模式便於您在外出時由應答機接收聲音資訊，由傳真機接收傳真。

選擇接收模式

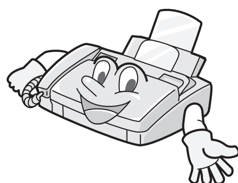
設定接收模式

按RECEPTION MODE鍵直到顯示屏上的箭頭指向所需的模式。

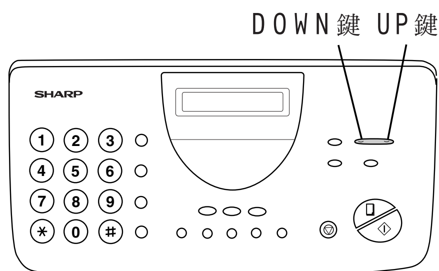


關於在電話、自動識別和傳真模式中接收傳真的詳細說明，請參見第3章“接收文件”。關於使用外接答錄模式的詳細說明，請參見第6章“應答機的連接”。

音量調節



您可以用UP和DOWN鍵調節揚聲器和振鈴器的音量。



揚聲器

1 按SPEAKER鍵。

SPEAKER


2 按UP或DOWN鍵。



顯示

SPEAKER: HIGH	（揚聲器：高）
SPEAKER: MIDDLE	（揚聲器：中）
SPEAKER: LOW	（揚聲器：低）




3 當顯示屏顯示出所需的音量等級時，按SPEAKER鍵關閉揚聲器。

SPEAKER

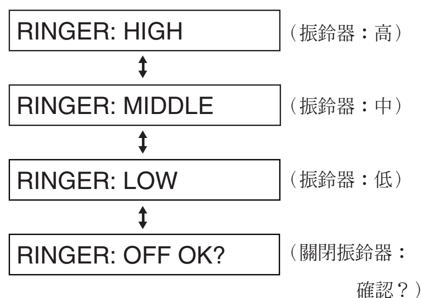

音量調節

振鈴器

1 按UP或DOWN鍵。（確認未按SPEAKER鍵，也未拿起聽筒。）

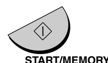


顯示



- 振鈴器將按所選的音量等級響一次鈴，然後日期和時間重新出現在顯示屏上。

2 若選擇RINGER：OFF　OK？，按START/MEMORY鍵。



章 2 發送文件

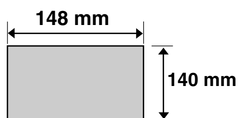
可傳送的文件

尺寸和重量

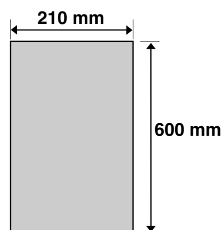
送稿器上可以放入的文件尺寸和重量取決於一次放一頁還是放數頁。

一次放一頁：

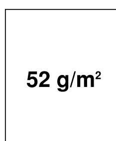
最小尺寸



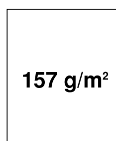
最大尺寸



最小重量

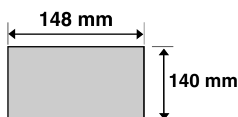


最大重量

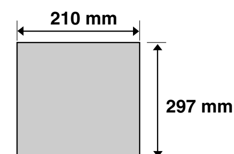


一次放數頁：

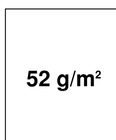
最小尺寸



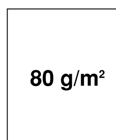
最大尺寸



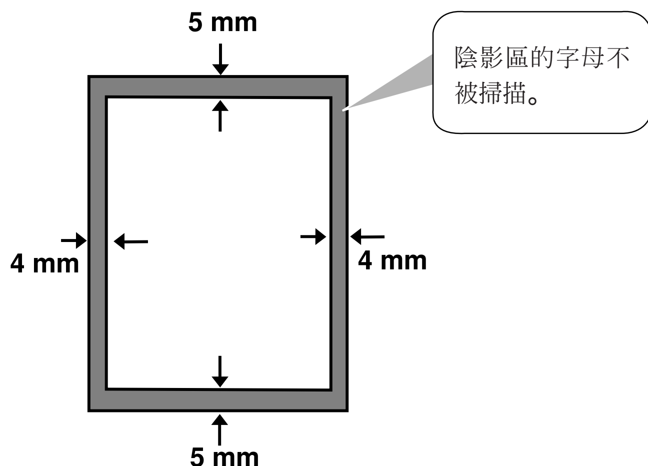
最小重量



最大重量



註：文件邊緣處的文字或影像不被掃描。



其他限制

- ♦ 掃描器無法辨認黃色、黃綠色或淡藍色墨水書寫的文件。
- ♦ 將文件放入送稿器之前，必須晾乾文件上的墨水、膠水和塗改液。
- ♦ 將文件放入送稿器之前，必須拆除文件上的所有回形針、訂書針和大頭針，否則可能損壞傳真機。
- ♦ 被粘補、剪貼、破損、小於最小尺寸、用複寫紙複寫、易髒或塗有光滑表面的文件應先進行列印，將列印件放入送稿器。

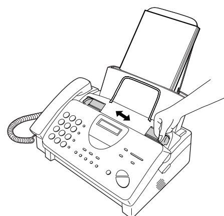
放入文件

送稿器中一次最多可放入10頁文件。文件將從最底下的一頁開始被自動送入傳眞機。

♦ 若需要發送或列印10頁以上文件，請在最後一頁被掃描之前將剩餘的文件小心仔細地放入送稿器。請勿試圖強行放入，否則可能導致重迭送紙或夾紙。

♦ 若文件中有幾頁特別大或厚，則必須一次放一頁，在掃描前一頁時插入一頁至送稿器。請輕輕插入以防止重迭送紙。

1 調節文件導板以適合文件寬度。

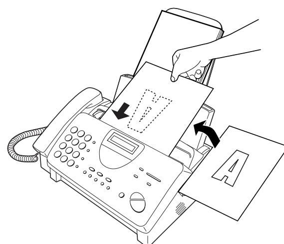


2 將文件正面朝下輕輕推入送稿器。文件的頂端應先送進傳眞機。

• 送稿器將文件的前緣吸進傳眞機。顯示屏上將顯示：

READY TO SEND

（準備發送）

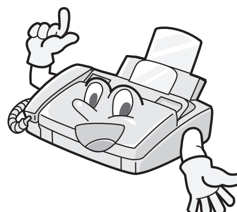


3 按照"解晰度和對比度"中的說明調整解晰度和／或對比度的設定（若有必要），然後按照"以普通撥號發送傳眞"中的說明撥號。



從送稿器上取出文件

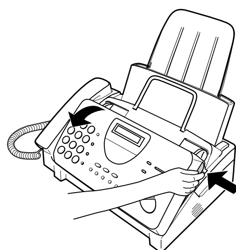
若需要從送稿器上取出文件，請打開操作面板。



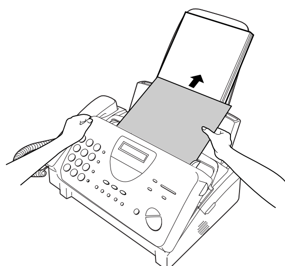
重要：

請勿試圖在未打開操作面板的情況下取出文件，否則可能損壞送稿機構。

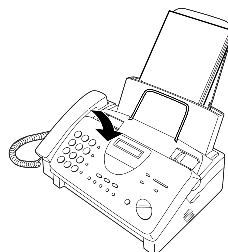
1 抓住指孔向上拉打開操作面板。



2 取出文件。

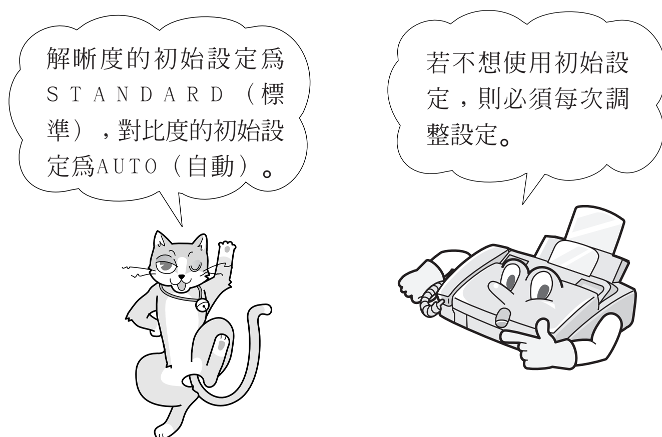


3 關閉操作面板，確認發出喀嗒聲到位。



解晰度和對比度

若有必要，可以在發送文件之前調節解晰度和對比度。



註：解晰度和對比度設定僅在傳送文件時有效，接收文件時無效。

解晰度設定

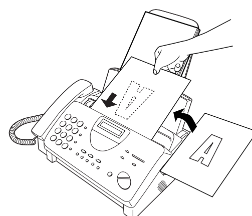
STANDARD（標準）：	用於傳送普通文件。本設定向您提供最快速和最經濟的傳送。
FINE（精細）：	用於傳送包含小文字或精細影像的文件。
SUPER FINE（超精細）：	用於傳送包含極小文字或極精細影像的文件。
HALF TONE（中間色調）：	用於傳送照片和影像。原稿將以64個灰度等級再現。

對比度設定

AUTO（自動）	用於傳送普通文件。
DARK（深色）	用於傳送模糊文件。

1 放入文件。

- 文件必須在調節解晰度和對比度之前放入。

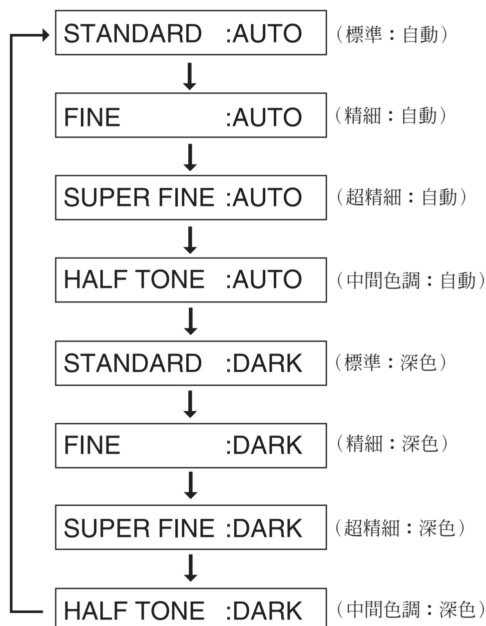


2 按一次或數次RESOLUTION鍵直到所需的解晰度和對比度設定出現在顯示屏上。

- 首次移動解晰度設定表時，對比度設定AUTO（自動）將出現在各解晰度設定旁邊。第二次移動該表時，對比度設定DARK（深色）將出現。



顯示：



註：爲了以FINE（精細）或SUPER FINE（超精細）解晰度發送傳眞，接收方傳眞機也必須具有該解晰度。否則本傳眞機將自動下降到下一級最佳設定。

以普通撥號發送傳真

使用普通撥號時，請拿起聽筒（或按SPEAKER鍵）並按數碼鍵撥號。

♦ 若有人應答，在發送傳真之前可通過聽筒與對方交談。（若按SPEAKER鍵，則必須拿起聽筒交談。）

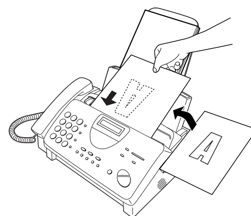
♦ 普通撥號使您能聽到線路音，確認對方傳真機是否應答。

1 放入文件。

顯示屏上將顯示：

READY TO SEND

（準備發送）

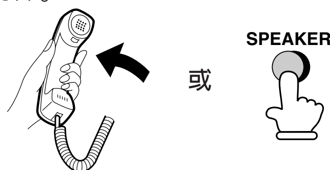


• 若有必要，設定解晰度和／或對比度。

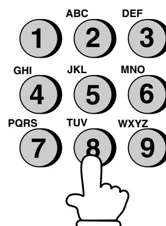
RESOLUTION



2 拿起聽筒或按SPEAKER鍵。聽到撥號音。



3 按數碼鍵輸入接收方傳真機的號碼。



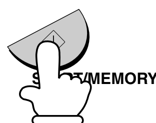
4 等待接通。根據接收方傳眞機的設定，您將聽到傳眞機接收音或對方有人應答。

- 若對方應答，（若按了SPEAKER鍵，拿起聽筒。）請對方按START鍵。這樣接收方傳眞機將發出接收音。



5 您聽到接收音時，按START/MEMORY鍵。若使用了聽筒，將其放回。

- 傳送結束後，傳眞機將發出一聲嗶音。



使用重撥鍵

可以按REDIAL鍵重現撥打最後撥的號碼。若要發送文件，從普通撥號的步驟 4 開始操作。注意當您按REDIAL鍵時，揚聲器將自動開啓。

傳眞接收音：這是一種由接收方傳眞機發送給傳送方傳眞機的高頻音，表示它已準備好進行接收。

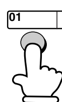
以自動撥號發送傳真

祇需按快速撥號鍵，或按SPEED DIAL鍵後輸入一個兩位數，即可撥傳眞或電話號碼。

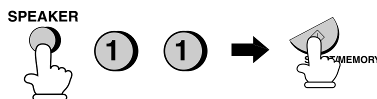
♦ 若要使用自動撥號，必須首先將完整的傳眞或電話號碼存入傳眞機。

♦ 記憶傳眞或電話號碼時，需要爲其選擇一個兩位數的快速撥號號碼。可以記憶88個快速撥號號碼。

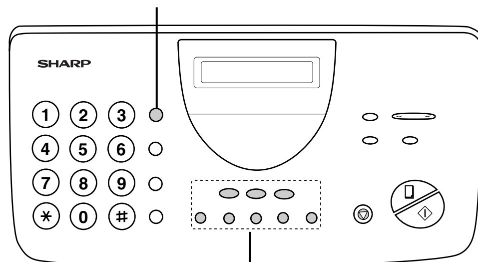
快速撥號號碼01至08用於快速鍵（單觸）的撥號。



快速撥號號碼09至88用於SPEED DIAL鍵的撥號。

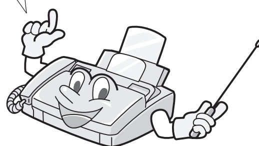


SPEED DIAL鍵



快速撥號鍵

快速撥號鍵上貼上快速撥號鍵標籤條。





在快速撥號鍵中記憶號碼時，將對方的姓名記入標籤。

記憶用於自動撥號的傳真和電話號碼

1 如右圖所示按鍵：







顯示屏上將顯示： FAX/TEL # MODE （自動識別＃模式）

2 按1選擇SET。



顯示屏上將顯示： FAX/TEL # SET （自動識別＃設定）



ENTER SPEED # （輸入快速撥號號碼＃）

3 按數碼鍵輸入一個兩位數的快速撥號號碼（01至08用於快速鍵撥號，09至88用於縮位撥號）。



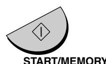


（例）

4 按數碼鍵輸入傳眞或電話號碼（包括暫停最多32位）。（註：不能輸入空格。）

- 按縮位拔號鍵刪除錯誤。
- 若在兩位數碼之間需要暫停以便進入特殊服務或外線，按REDIAL鍵。暫停以連字符出現。一行中可以加入數個暫停。

5 按START/MEMORY鍵。



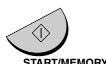
6 如下圖所示，按數碼鍵輸入對方的姓名。最多可輸入20個字符。

- 若不想輸入姓名，則跳過此步驟。
- 若要連續輸入兩個需用同一個鍵的字母，在輸入第一個字母後按SPEAKER鍵，使光標向前移一位。

例如： SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7

A =	2 2	J =	5 5	S =	7 7 7 7 7
B =	2 2 2	K =	5 5 5	T =	8 8
C =	2 2 2 2	L =	5 5 5 5	U =	8 8 8
D =	3 3	M =	6 6	V =	8 8 8 8
E =	3 3 3	N =	6 6 6	W =	9 9
F =	3 3 3 3	O =	6 6 6 6	X =	9 9 9
G =	4 4	P =	7 7	Y =	9 9 9 9
H =	4 4 4	Q =	7 7 7	Z =	9 9 9 9 9
I =	4 4 4 4	R =	7 7 7 7	SPACE =	1 1

7 按START/MEMORY鍵。



8 返回步驟3記憶另一個號碼，或按STOP鍵退出。若該號碼用於快速撥號鍵，可以將姓名記入對應的快速撥號鍵標籤。

步驟3或按 STOP 鍵

記憶區號和訪問碼

您還可以在快速撥號鍵或縮位撥號號碼中記憶區號或訪問碼。若要用該號碼進行撥號，參見第5章“打電話”中的“順序拔號”。

註：記憶在快速撥號鍵或縮位撥號號碼中的區號或訪問碼僅可在撥號之前拿起聽筒或按SPEAKER鍵的情況下才可使用。

刪除號碼

1 如右圖所示按鍵：



3



顯示屏上將顯示：FAX/TEL # MODE （自動識別＃模式）

2 按2鍵選擇CLEAR。

2

3 按數碼鍵輸入所要刪除的快速撥號號碼。

0 1 （例）

4 按START/MEMORY鍵。



5 返回步驟3可刪除另一個號碼，或按STOP鍵退出。

步驟3或按



鍵

修改

若要修改前面記憶的號碼，請重複記憶步驟。在步驟3中選擇所要修改的快速撥號號碼，然後當號碼和姓名出現在顯示屏上時進行修改（分別爲步驟4和6）。

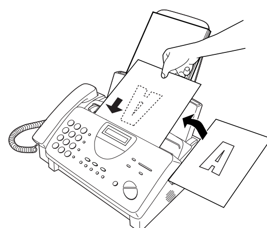
♦ 鋰電池將自動撥號號碼保存在記憶體中

本傳眞機在電源關閉時使用鋰電池將自動撥號號碼和其他編程的資料保存在記憶體中。電池的電力主要在電源關閉時消耗。若電源持續關閉，該電池的壽命約爲5年。若電池耗盡，請到經銷商店或零售店更換。請勿擅自更換。

快速撥號鍵撥號

若所要撥打的號碼已存入快速撥號號碼01至08用於自動撥號，則按相應的快速撥號鍵即可撥號。

1 放入文件。



顯示屏上將顯示：

READY TO SEND

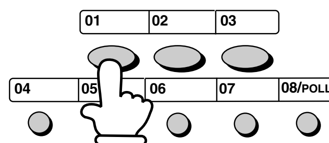
（準備發送）

- 若有必要，設定解晰度和／或對比度。



2 按所需的快速撥號號碼對應的快速撥號鍵。

- 接收方的姓名將出現在顯示屏上。若未記憶姓名，將出現傳眞號碼。（若姓名或號碼不對，請按STOP鍵。）
- 一旦接通，文件將自動被傳送。



例如：若要撥打快速撥號號碼01，則按快速撥號鍵01。

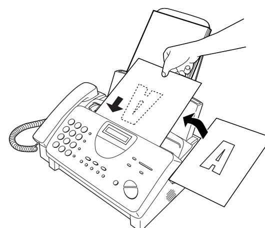
縮位撥號

縮位撥號可用於撥打記憶為自動撥號的任何號碼。

1 放入文件。
顯示屏上將顯示：

READY TO SEND

（準備發送）



- 若有必要，設定解晰度和／或對比度。



2 按SPEED DIAL鍵，然後按數碼鍵輸入兩位數的縮位撥號號碼。

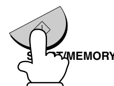
- 若要輸入數碼1至9，先輸入0，然後輸入數碼。





（例）

3 查看顯示屏。如果顯示的姓名或號碼正確，按START/MEMORY鍵。（如果不對，按STOP鍵後重複步驟2。）



直接按鍵撥號

您也可以用數碼鍵輸入完整的號碼，然後按START/MEMORY鍵開始撥打。如果您在發送傳真之前不需要與對方通話，則可以用此方法撥完整的號碼。

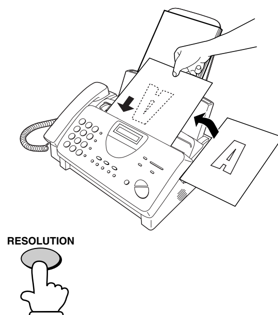
1 放入文件。

顯示屏上將顯示：

READY TO SEND

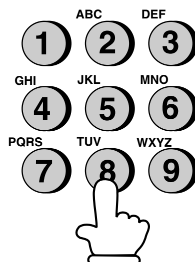
（準備發送）

- 若有必要，設定解晰度和／或對比度。



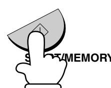
2 按數碼鍵輸入接收方傳眞機的號碼。

- 若在兩位數碼之間需要暫停以便進入特殊服務或外線，按REDIAL鍵。暫停以連字符出現。一行中可以加入數個暫停。



3 查看顯示屏。如果顯示的接收方傳眞機號碼正確，按START/MEMORY鍵。

- 如果不對，按STOP鍵逐次刪除一位數碼，然後重新輸入正確的號碼。



使用HOLD/SEARCH鍵

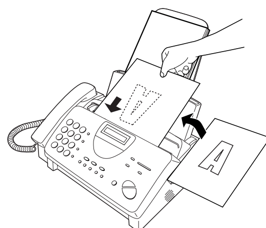
如果您忘記了某個傳真號碼記憶於哪個快速撥號鍵或縮位撥號號碼，則可以按以下步驟搜尋該號碼。一旦找到了該號碼，祇需簡單地按START/MEMORY鍵便可以撥號並傳送放入的文件。

1 放入文件。

顯示屏上將顯示：

READY TO SEND

（準備發送）



• 若有必要，設定解晰度和／或對比度。



2 按HOLD/SEARCH鍵。然後按1鍵





3 按一次或數次相應的數碼鍵（對應所需字母的鍵）輸入記憶姓名的第一個字母，直到該字母出現在顯示屏上。若姓名以特殊字符或數碼開頭，按1鍵。

• 若您忘記了第一個字母，請進到步驟4（您將從頭開始瀏覽姓名一覽表）。

• 若沒有為該號碼記憶姓名，按0鍵。這樣，將瀏覽號碼一覽表，而非姓名。

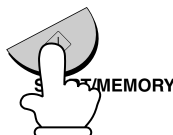


4 按＃鍵或⁎鍵瀏覽姓名（若按0鍵，則瀏覽號碼）。當所需的姓名出現在顯示屏上時停止。



- 若沒有記憶以輸入字母開頭的姓名，您將從下一個姓名開始以字母排列順序瀏覽一覽表。若完全未記憶姓名／號碼，將顯示NO DATA（沒有資料）。

5 按START/MEMORY鍵。一旦接通文件將被自動傳送。



自動重撥

如果使用自動撥號（包括直接按鍵撥號）且對方電話佔線，傳真機將自動重撥該號碼。以5分鐘的間隔最多重撥2次。

♦ 若要停止自動重撥，按STOP鍵。

♦ 若有必要，可以在可選設定5中改變傳眞機重撥的次數，以及在可選設定4中改變重撥的間隔。請參見第8章“可選設定”。

章 3

接收文件

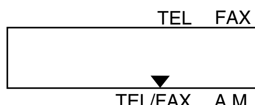
使用TEL/FAX模式



按RECEPTION MODE鍵直到顯示屏上的箭頭指向自動識別。







接收模式設定於自動識別模式時，傳眞機在響2次鈴聲後自動應答所有的電話。應答後，傳眞機監測線路5秒鐘判斷是否有傳眞發送過來。

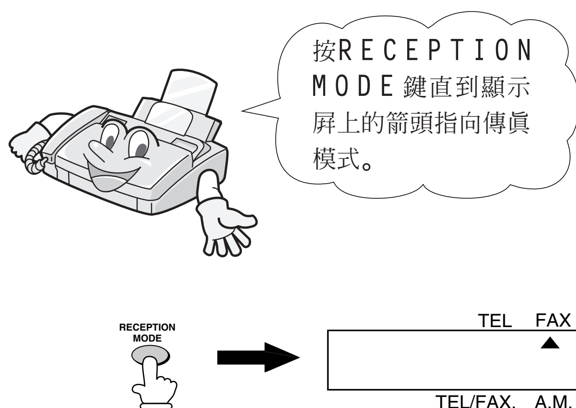
♦ 若傳眞機檢測到傳眞音（表示來電是以自動撥號傳送的傳眞），將自動開始接收傳眞。

♦ 若傳眞機未檢測到傳眞音（表示來電是電話或以手動撥號傳送的傳眞），將發出15秒鐘的振鈴聲（稱爲僞振鈴），以提醒您接電話。如果在此期間內您未應答，傳眞機將發送傳眞音給對方的傳眞機，允許對方根據需要手動發送傳眞。

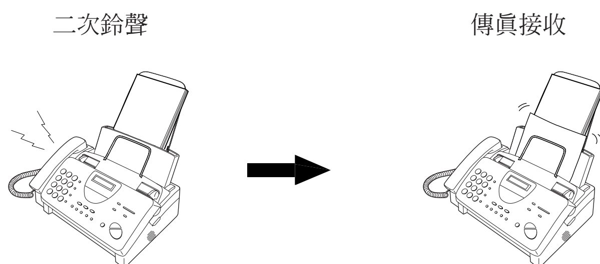
註釋：

- 祇有傳眞機才會通過僞振鈴提醒您是電話或是以手動撥號傳送的傳眞，連接在同一電話線上的分機電話接通後不會發出鈴聲。
- 僞振鈴的間隔可以在可選設定10中調節。請參見第8章“可選設定”。
- 通過改變可選設定2可以改變傳眞機應答電話的振鈴次數。（參見第8章“可選設定”。）

使用FAX模式

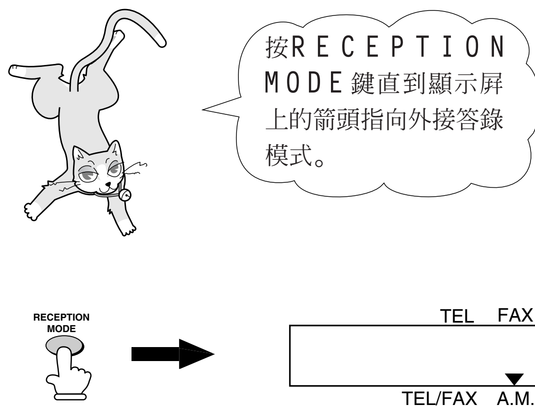


接收模式設定於傳眞模式時，傳眞機在響二次鈴聲後自動應答來電並接收傳眞。



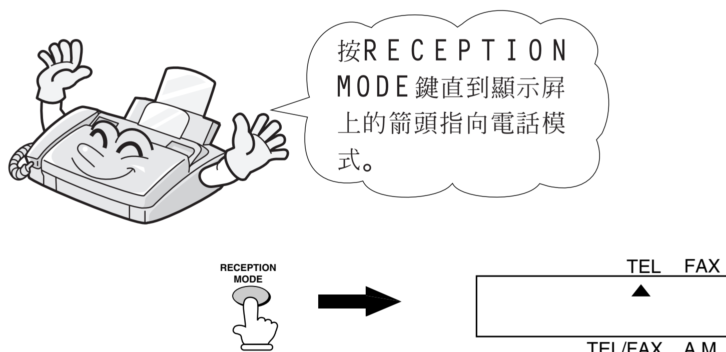
- 可以在可選設定2中改變傳眞機應答來電之前的鈴聲次數。（參見第8章“可選設定”。）
- 如果您在傳眞機應答之前拿起聽筒，則可以按照“使用電話模式”中的說明與對方通話，並（或）接收文件。

使用A.M.模式



在外接答錄模式，如果在傳真機上連接一臺應答機，傳真機將自動接收聲音和傳真資訊。詳細說明請參見第6章。

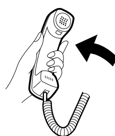
使用TEL模式



接收模式設定於電話模式時，您必須用傳真機的聽筒或連接在同一電話線上的分機電話應答所有來電。

用傳真機的聽筒應答

1 傳真機響鈴時拿起聽筒。



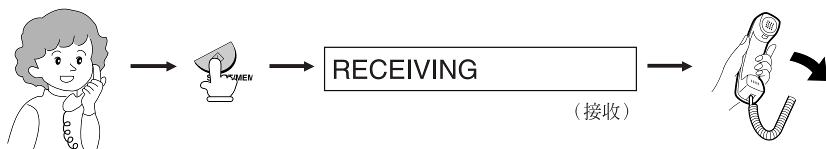
2 若聽到傳真音，請等待顯示屏上顯示RECEIVING（接收），然後放回聽筒。



註：若已將可選設定14（傳真訊號接收）設定為 NO（否），按START/MEMORY鍵開始接收。

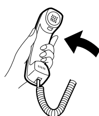
3 若對方先說話，然後要求發送傳真，請在通話後按START/MEMORY鍵（您要在對方按啓動鍵之前按START/MEMORY鍵）。

- 確認顯示屏上顯示RECEIVING（接收），然後放回聽筒。

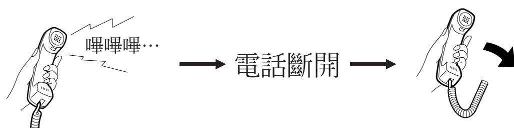


用分機電話應答

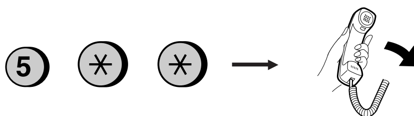
1 電話鈴響時，拿起分機電話應答。



2 如果在用分機電話應答時聽到傳真音，請等待傳真機應答（分機電話將斷開），然後放回聽筒。



3 如果傳真機不應答，或對方想先通話再發送傳真，則在分機電話上按5、*和*鍵（僅限於在音頻撥號電話上），此訊號通知傳真機開始接收。放回聽筒。



註釋：

- 如果送稿器上放有文件，傳真機將不接受該訊號而開始接收（5**）。
- 如果已將可選設定14設定為NO（否），而且拿起分機電話時聽到傳真音，則使用音頻電話時，必須按5、*和*鍵，或使用脈衝電話時，請走到傳真機旁，拿起聽筒並按START/MEMORY鍵。

二合一列印

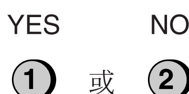
為了省紙，可以將接收的傳真的尺寸縮小55%。例如，這樣您就可以將兩頁文件接收在一頁紙上（注意，如果文件紙張比列印紙張長，也可能做不到）。若要啓動此功能，按照以下步驟操作。

1 如右圖所示按鍵：



顯示屏將顯示： 2 IN 1 PRINT （二合一列印）

2 按1鍵啓動此功能，或按2鍵將其關閉。



顯示屏將顯示： PRINT CONTRAST （列印對比度）

3 按STOP鍵。



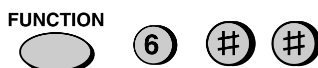
接收比率

出廠時傳眞機被設定爲自動縮小接收文件的尺寸而與列印紙的尺寸相符。這樣可以保證文件邊緣的數據不被切除。如果需要，可以關閉此功能，以全尺寸列印接收的文件。

註：如果文件太長而無法列印在一頁列印紙上，剩餘部分將列印在第二頁上。這時，一行的中間可能會有切斷。

註：如果接收的文件太長、包含太精細的圖形和像片，或以高解晰度發送，則可能無法自動縮小。這時，文件的剩餘部分將列印在第二頁上。

1 如右圖所示按鍵：



顯示屏將顯示： RECEPTION RATIO （接收比率）

2 按1鍵開啓自動縮小功能，或按2鍵將其關閉。



如果選擇AUTO（自動），進到步驟3。如果選擇100%，進到步驟4。

3 如果選擇AUTO（自動），請選擇記憶體存滿情況下的接收比率（記憶體存滿時無法自動縮小）。按1鍵選擇93%，或按2鍵選擇100%。



4 按STOP鍵。



代替接收至記憶體

在無法進行列印的情況下，如傳真機列印紙用完、成像膠片需要更換或夾紙等，發來的傳真將被接收至記憶體。

當接收文件至記憶體時，顯示屏上出現FAX RX IN MEMORY（傳真接收至記憶體），同時交替出現OUT OF PAPER（列印紙用完）、FILM END（膠片用完）或PAPER JAMMED（夾紙）。當您加紙、更換成像膠片或清除夾紙後，按START/MEMORY鍵，記憶的文件將自動印出。

♦ 如果傳真機紙用完而將文件接收至記憶體時，務必加入與原來使用的紙張相同尺寸的列印紙，否則，列印的文件尺寸可能與列印紙的尺寸不相符。

小心！

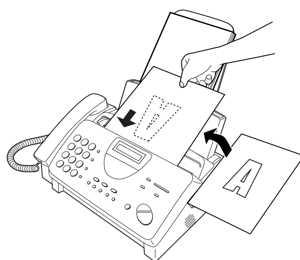
- 當文件保存在記憶體中時，請勿關閉電源，否則會刪除全部內容。
- 如果接收至記憶體的文件由於斷電或其他原因的供電中斷而丟失，則電源恢復時將列印出CLEAR REPORT（刪除報告），它給出接收丟失的有關資訊，若有可能還包括發送方的傳真號碼。

章 4

影印

本傳眞機也可用於影印文件。可以影印一份和多份（每頁原稿最多為99份），使您的傳眞機又成為方便的辦公影印機。

1 正面朝下放好文件。（最多10頁。）



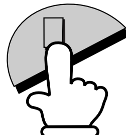
顯示屏上將顯示：

READY TO SEND	（準備發送）

• 若有必要，設定解晰度和／或對比度。（用於影印的初始值設定為SUPER FINE（超精細）。）



2 按COPY/HELP鍵。



顯示屏上將顯示：

顯示	說明
COPY MODE	（影印模式）
1: MULTI COPY	（1：多份影印）
2: SORT COPY	（2：分頁影印）
START: COPY	（啓動：影印）

♦ 如果衹將原稿（或各頁原稿）影印一份而且不要進行縮小或放大設定，按兩次START/MEMORY鍵。影印將開始。

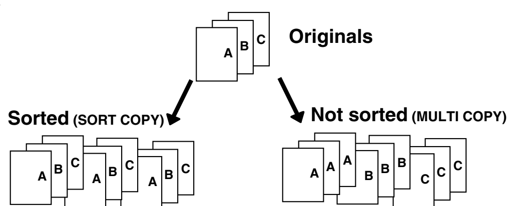
♦ 如果衹將原稿（或各頁原稿）影印一份而且需要進行縮小或放大設定，按START/MEMORY鍵進到步驟5。

3 如果影印件不需要分頁，按1 鍵（MULTI COPY）。如果影印件需要分頁，按2鍵（SORT COPY）。

MULTI SORT

1 或 2

三頁原稿各影印三份的例子



顯示屏上將顯示： ENTER # (01-99) 〔輸入#（101－99）〕

4 如果每頁原稿影印一份，按START/MEMORY鍵。如果每頁原稿影印多份，請輸入每頁原稿的影印份數（若數碼小於10，在數碼前輸入“0”）。

0 9

例：每份原稿影印9份

顯示屏上將顯示： COPY RATIO （影印比例）

5 如下所示，輸入從1至5的數碼設定縮小或放大量（或按START/MEMORY鍵自動選擇100%）。影印開始。

1：AUTO（自動尺寸調整以符合列印紙的尺寸）

2：50%

3：100%（不縮小或放大）

4：125%

5：135%

2

例：50%

註：如果將大量原稿放在送稿器中，則記憶體可能存滿而無法掃描全部原稿（顯示屏上出現MEMORY IS FULL（記憶體存滿））。若遇此情形，按START/MEMORY鍵影印已經掃描的原稿，然後對剩餘的原稿（包括記憶體存滿時正在掃描的原稿）重複影印步驟。

影印切除

影印比列印紙長的文件時，使用影印切除設定來選擇是否將文件的剩餘部分切除或列印在第二頁上。初始設定爲YES（切除剩餘部分）。若要改變設定，按照以下步驟操作。

1 如右圖所示按鍵：



顯示屏上將顯示：

COPY CUT-OFF

（影印切除）

2 按1鍵將影印切除設定爲YES（文件的剩餘部分將不列印），或按2鍵將影印切除設定爲NO（剩餘部分將被列印在第二頁上）。



顯示屏上將顯示：

INITIALIZE FILM

（初始化膠片）

3 按STOP鍵恢復日期和時間顯示。



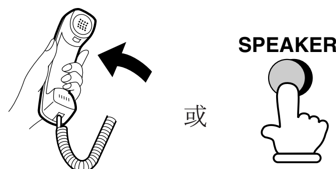
章 5

打電話

本傳眞機可以像普通電話機一樣用來打和接電話。

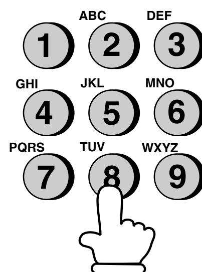
♦ 若要打或接電話，必須接通電源。

1 拿起聽筒或按SPEAKER鍵。聽到撥號音。



2 用下列方法之一撥號：

- **普通撥號**：用數碼鍵輸入完整的電話號碼。
- **快速撥號鍵撥號**：按相應的快速撥號鍵。
- **縮位撥號**：按SPEED DIAL鍵，並用數碼鍵輸入兩位數的縮位撥號號碼。



3 當對方應答時進行通話。

- 若按SPEAKER鍵，請拿起聽筒進行通話。

註釋：

- 傳真機的聽筒被拿起（摘機）時，無法用直接連接在傳真機上的分機電話與對方通話。
- 如果接收模式設定於外接答錄，在分機電話上接電話時，若通話中有一段時間的沉默，傳真機可能中斷通話。若使用音頻撥號電話，在您應答之後立即按電話上的三個鍵，可以防止這種現象發生。（註：請勿輸入啓動傳真接收的代碼：5，*，*。）

順序撥號

拿起聽筒後，可以進行由普通撥號、快速撥號鍵撥號和縮位撥號號碼任意組合的撥號。例如，您已將用於某項特殊服務的區號或訪問碼存入一個快速撥號鍵，則您可以先按存有該區號或訪問碼的快速撥號鍵，然後按快速撥號鍵、按數碼鍵或按SPEED DIAL鍵後輸入兩位數縮位撥號號碼，來撥剩餘的號碼。

使用HOLD/SEARCH鍵

您可以用HOLD/SEARCH鍵尋找快速撥號鍵或縮位撥號號碼。首先按第 2 章
“以自動撥號發送傳真”中“使用保留／搜尋鍵”的說明尋找號碼，然後拿起聽筒或按SPEAKER鍵。該號碼將被自動撥出（請勿按START/MEMORY鍵）。

重撥

可以按REDIAL鍵重撥上一次撥打的號碼（不必拿起聽筒或按SPEAKER鍵）。當對方應答時，拿起聽筒進行通話。

保留

在通話中按HOLD/SEARCH鍵可以暫時保留對方的電話。按下此鍵後，對方將聽不到您的聲音。可以將聽筒放回聽筒座上而電話不會被掛斷。當您準備再度與對方通話時，請拿起聽筒。如果未將聽筒放回聽筒座，則再按一次HOLD/SEARCH鍵即可恢復通話。

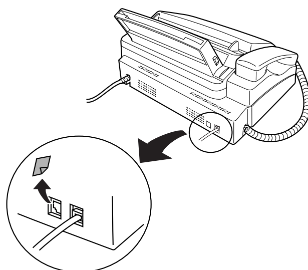
章 6

應答機的連接

連接應答機

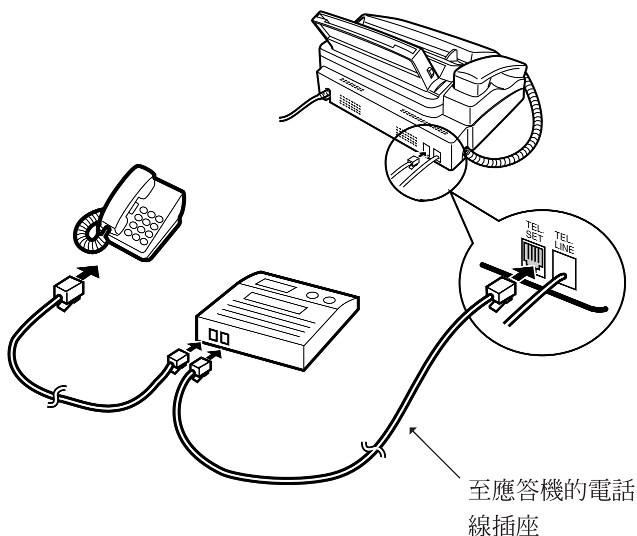
若有必要，可以在傳真機的TEL．SET插座上連接一臺應答機。這樣在您外出時也可以接收電話和傳真。

1 取下貼在TEL．SET插座上的封條。



2 將應答機的電話線插座與TEL．SET插座相連接。

• 若有必要，可以在應答機的分機電話插座上連接一臺分機電話。



更改外出留言

應更改應答機的外出留言（OGM），以便通知想要發送傳真的來電者按啓動鍵。例如，您可以作如下留言：

“您好，這裡是ABC 公司。現在辦公室裡沒有人可以接電話，請在嗶音響過之後留言，或在您的傳真機上按啓動鍵發送傳真。謝謝您的來電。”

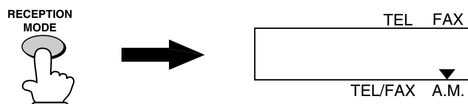
註釋：

- 建議您將外出留言的時間限制在10秒以內。如果外出留言過長，將難以接收以自動撥號傳送來的傳真。

啓動應答機連接裝置

外出之前，按以下說明啓動應答機連接裝置：

1 將接收模式設定於外接答錄。



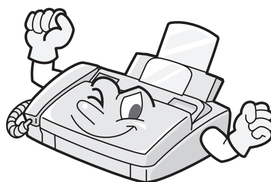
2 將應答機設定於自動應答。

- 應答機必須設定爲在最多兩次振鈴以內應答，否則，可能無法接收以自動撥號發送來的傳真。
- 若應答機有費用節省功能，請確認它將在四次振鈴以內應答。

應答機模式的工作原理

當您外出時，應答機將應答所有來電，且播放外出留言。打電話的人可以留言。這時，傳真機將悄悄地監視線路。如果傳真機檢測到傳真音，或超過四秒鐘的靜默時間，它將接管線路並開始接收。

當您返回並關閉應答機時，務必將接收模式改回傳真模式、電話模式或自動識別模式！



章 7

特殊功能

撥打電話者ID

如果您向當地電話公司申請撥打電話者識別服務，則可以設定傳真機在振鈴時顯示撥打電話者的姓名和號碼。

重要：

- **若要使用此功能，您必須向當地電話公司申請撥打電話者識別服務。**
- 將可選設定2（應答振鈴次數）設定至2次或更多的振鈴次數（參見第8章）。
- 本傳真機可能不適用于某些撥打電話者識別服務。

1 如右圖所示按鍵：



顯示屏上將顯示：

OPTION SETTING

（可選設定）

2 按✱鍵。



顯示屏上將顯示：

CALLER-ID

（撥打電話者ID）

3 按“1”鍵啓動撥打電話者ID功能，或按“2”鍵關閉此功能。

YES 1 或 NO 2

4 按STOP鍵返回到日期和時間顯示。



7. 特殊功能

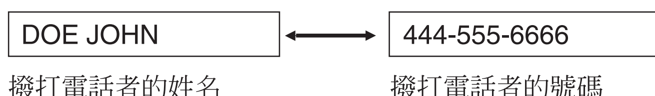
撥打電話者ID

如何操作撥打電話者ID

當您接到電話時，在第二聲鈴響之前，撥打電話者的姓名和電話號碼將交替出現在顯示屏上。該資訊將持續顯示，直到您拿起聽筒，或在FAX模式時直到傳真機自動應答。

註：有些撥打電話者ID服務可能不提供撥打電話者的姓名。這時，僅出現電話號碼。

顯示舉例：



撥打電話者的姓名　　　　撥打電話者的號碼

顯示資訊

如果無法提供撥打電話者的資訊，傳真機振鈴時將出現以下資訊之一。

NO SERVICE（沒有服務）	沒有接收到任何來自電話公司的有關撥打電話者的資訊。確認電話公司是否向您提供了該項服務。
CALLER-IDERROR（撥打電話者ID錯誤）	電話線路上的噪音影響撥打電話者資訊的接收。
PRIVATE CALL（私人電話）	因撥打電話者的要求，電話公司不提供撥打電話者資訊。

查閱撥打電話者ID一覽表

如果您申請了撥打電話者ID服務並啓動撥打電話者ID功能，傳真機將保留您最近接到的20個未應答的電話和/或不成功的傳眞的資訊。您可以在撥打電話者ID一覽表中查閱這些資訊，包含每一個撥打電話者的姓名和號碼。

♦ 在您接收到20個未應答的電話後，每個新的電話將取代最早的電話。

按照以下步驟在顯示屏上查閱撥打電話者ID一覽表。若有必要，您可以在它出現時立即撥號碼。

若要打印該表，請參見第9章“打印報告和一覽表”。

1 如右圖所示按鍵。

REVIEWING CALLS（查閱電話）將出現在顯示屏上。





2 按“*”鍵從最新的電話開始查閱一覽表，或按“#”鍵從最早的電話開始查閱一覽表。

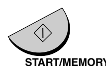


或



3 若要撥打一覽表中的某一個號碼，請捲動一覽表直到號碼出現在顯示屏上。

- 若要發送傳眞，請放好文件後按START/MEMORY鍵。
- 若要打電話，拿起聽筒或按SPEAKER鍵。撥號將自動開始。（如果按了SPEAKER鍵，當對方應答時拿起聽筒。）



4 查閱完一覽表後按STOP鍵。



若要從撥打電話者一覽表中刪除電話

若要從撥打電話者一覽表中刪除一個電話，當該電話出現在顯示屏上時按“0”鍵。若要從一覽表中刪除所有電話，在您查閱一覽表中的任一電話號碼時按“0”鍵3秒鐘以上。

優先電話

若有必要，您可以設定傳真機在接到某個登記的電話號碼打來的電話時發出特殊的振鈴聲。這可以讓您不看顯示屏就立即知道是誰打來的電話。若要使用此功能，按以下步驟輸入所要的電話號碼（僅可輸入一個電話號碼）。

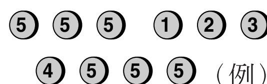
1 如右圖所示按鍵。
PRIORITY CALL（優先電話）#
將出現在顯示屏上。



2 按“1”鍵輸入號碼，或按“2”鍵刪除號碼。（若按“2”鍵，進到步驟2。）。



3 按數字鍵輸入包括區號的電話號碼（號碼長度必須爲10位）。



4 按START/MEMORY鍵後按STOP鍵。



拒接電話

啓動撥打電話者ID功能時，您可以利用本章中“拒收不想要的傳真”中所述的防垃圾傳真功能，與拒受傳真一樣拒接電話（防垃圾傳真功能通常衹能用於拒收傳真）。

這時，當從您指定爲“垃圾號碼”的號碼打來電話或發來傳真時，本傳真機一旦通過撥打電話者ID服務接收到該電話號碼（在第二聲振鈴之前），就立即切斷電話。

若要使用此功能，按照第8章“可選設定”的說明將可選設定15設定爲YES（是），然後按下一節“拒收不想要的傳真”中的說明在防垃圾號碼一覽表中輸入號碼。

兩種鈴聲功能

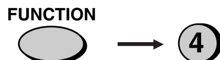
如果您是香港電話公司（Hongkong Telecom）的Homefax2或Fax1ine2服務用戶，則您需要啓動兩種鈴聲功能。啓動後，本傳眞機在接到電話時發出短振鈴聲，在收到傳眞時發出長振鈴聲。接收傳眞時，傳眞機將在2次振鈴後自動應答（不管接收模式的設定）並接收傳眞。若要啓動兩種鈴聲功能，按以下步驟進行。

♦ 關于Homefax服務的詳細說明，請與香港電話公司（1000）聯繫。

重要：

- 兩種鈴聲功能衹適用於Homefax2和Fax1ine2用戶。如果連接於普通電話線路，請勿啓動兩種鈴聲功能，否則傳眞機可能工作不正常。
- 如果啓動兩種鈴聲功能，請勿將接收模式設定於自動識別模式，否則傳眞機可能工作不正常。

1 如右圖所示按鍵：



顯示屏上將顯示：



2 如右圖所示按鍵：



顯示屏上將顯示：



3 按“1”鍵（YES）啓動兩種鈴聲功能，或“2”鍵（NO）將其關閉。

4 按STOP鍵。



同時發送

此功能可供您衹進行一次操作便將相同的文件傳送到多達20個不同的地點。先將文件存入記憶體，然後輸入接收傳真機的號碼。該文件將被發送到各個地點。

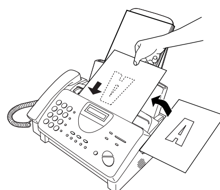
♦ 衹能用快速撥號鍵或縮位拔號號碼撥接收傳真機的號碼。

1 放入文件。

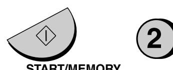
顯示屏上將顯示：

READY TO SEND

（準備發送）

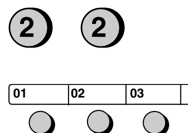


2 按START/MEMORY鍵，然後按2鍵。



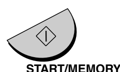
3 用以下兩種方法或其中之一對接收傳真機撥號（最多可以選擇20個站點）。

- 按數碼鍵輸入一個或多個縮位撥號號碼。
- 按一個或多個快速撥號鍵。



（例）

4 按START/MEMORY鍵。

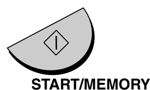


- 若有必要，設定解晰度和／或對比度。



5 按START/MEMORY鍵。

傳送開始。



- 同時發送結束後，自動列印出處理報告。檢查報告中的“註”一欄，看是否有“忙”標記的地點或有通信錯誤代碼。如果有，請重新將文件發送至這些地點。

封底

可以讓傳真機制作一頁封底並在每次傳真發送中作爲最後一頁發送。

可以選擇一條資訊。

URGENT

AUTOMATIC COVER SHEET

DATE : 18-JUL-2000 20:18

TO : BCC CORP.

FAX NO.: 2198

FROM : John Doe Corp.

FAX NO.: 201 555 1234

2 PAGES WERE SENT

(INCLUDING THIS COVER SHEET)

要出現接收方的姓名，必須用已編製姓名的縮位撥號鍵或快速撥號鍵號碼撥號。

您的姓名和號碼必須按第1章的說明編製。

按照以下步驟啓動封底功能。一旦封底功能被啓動，每次傳送都將包含封底，直到您將其關閉。

1 如右圖所示按鍵：



顯示屏上將顯示：

OPTION SETTING

（可選設定）

2 如右圖所示按鍵：



顯示屏上將顯示：

COVER SHEET

（封底）

3 按1鍵（YES）啓動封底功能，或按2鍵（NO）將其關閉。

YES ① 或 ② NO

顯示屏上將顯示：

AUTO PRINT OUT

（自動列印）

4 按STOP鍵恢復日期和時間顯示。

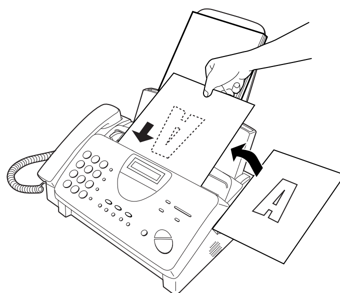


選擇標題資訊（可選）

封底功能啓動時，您可以選擇將作爲標題出現在封底頂部的一條資訊。請注意該資訊的選擇僅對一次傳送有效。

1 放入文件。

- 選擇資訊之前必須放入文件。
- 必須啓動封底功能。



2 如右圖所示按鍵：



⑤

顯示屏上顯示：

COVER SHEET HEAD

（封底標題）

3 輸入1至4之間的數碼選擇一條資訊：

1：URGENT（緊急）

2：IMPORTANT（重要）

3：CONFIDENTIAL（機密）

4：PLS. DISTRIBUTE（多處分發）

1

（例）

4 撥接收傳真機的號碼傳送文件。

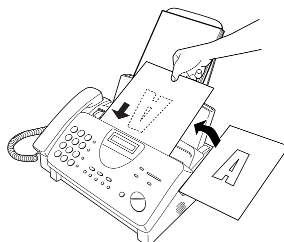
註：若要取消封底標題設定，按STOP鍵或從送稿器上取下文件。

成批頁碼編號方式

可以將傳送文件的頁碼編號方式從簡單的編號方式（“P.01”，“P.02”等）改變爲成批編號方式，即在各頁碼後面加上斜線和要發送的總頁數（例如：“P.01/05”，“P.02/05”等）。此功能可供接收方檢查是否有漏頁。

1 放入文件。

- 設定成批頁碼編號方式之前必須放入文件。



2 如右圖所示按鍵：





顯示屏上顯示：

PAGE COUNTER SET

（頁碼計數器設定）

3 按數碼鍵輸入總頁數（“01”至“99”）。

- 如果發送封底，**請勿**將它計入總頁數（頁數將自動調整）。

0 8

例子：8頁

4 撥接收傳眞機的號碼傳送文件。

註釋：

- 如果需要取消成批頁碼輸入，從送稿器上取下文件或按STOP鍵。
- 如果傳送的頁數與輸入的成批頁碼不一致，將響起報警聲，顯示屏上顯示PAGE COUNT ERROR（頁碼計數錯誤）。如果設定爲列印，則在處理報告的NOTE（註）一欄中也會出現PAGE E.（頁數錯誤）。

拒收不想要的傳真

防垃圾傳眞功能可以拒收您指定的對象發來的傳眞。對於不想要的“垃圾”傳眞，您不必列印，以節約紙張。

若要使用此功能，先按照第8章中的說明將可選設定15設定爲YES（是）以開啓此功能，然後如下所述輸入您不想接收傳眞的傳眞號碼。

註釋：

- 防垃圾傳眞號碼表中最多可輸入5個號碼。
- 防垃圾傳眞功能對已被作爲優先撥打號碼記憶的號碼不起作用。
- 若要從防垃圾傳眞號碼表中刪除號碼，需要知道代表該號碼的一位數碼。如果您忘記了此數碼，請按照第9章中的說明列印出防垃圾傳眞號碼表。

1 如右圖所示按鍵。
STORE JUNK FAX#（存入垃圾傳眞號）將出現在顯示屏上。



2 按1鍵在防垃圾傳眞號碼表中存入號碼；或按2鍵從表中刪除號碼。

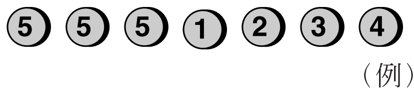


3 **記憶**：輸入1至5之間的一位數碼。此數碼代表下一步中您將要記憶的傳眞／電話號碼。
刪除：輸入代表所要刪除的傳眞／電話號碼的數碼，進到步驟5。



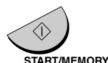
（例）

4 輸入您要拒收傳真的號碼（最多為20位）。



（例）

5 按START/MEMORY鍵。



6 返回步驟3輸入（或刪除）另一個號碼，或按STOP鍵退出。



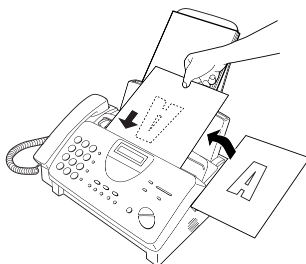
從記憶體發送文件

利用此功能，可以立即掃描原稿，存入記憶體，然後等到一旦連接上接收方的傳眞機時傳送。這在向線路經常處於繁忙狀態的地點傳送時非常方便，因爲這樣您可以馬上收起原稿而節省等待時間，並空出送稿器進行其他操作。傳送後，該文件將從記憶體中被刪除。

♦ 一次祇能設定一件記憶體傳送工作。

♦ 掃描文件時，顯示屏上出現當前記憶體中的記憶量百分比。

1 放入文件。



顯示屏上顯示：

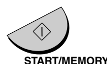
READY TO SEND

（準備發送）

• 若要必要，設定解晰度和／或對比度。



2 按START/MEMORY鍵，然後按1鍵。



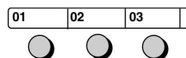


顯示屏上顯示：

ENTER STATION #

（輸入站點）

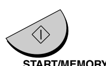
3 用以下方法之一輸入接收傳真機的號碼：



（例）

- 按快速撥號鍵。
- 按SPEED DIAL鍵並輸入縮位撥號號碼。
- 按數碼鍵輸入完整的電話號碼。

4 如果輸入縮位撥號號碼或完整的電話號碼，按START/MEMORY鍵。



- 文件將被掃描並存入記憶體，然後傳真機將撥接收傳真機的號碼並傳送該文件（如果需要將自動進行重撥）。

若記憶體存滿…

如果在掃描文件時記憶體存滿，顯示屏上將出現MEMORY IS FULL（記憶體存滿）。

♦ 如果您要傳送已經存入記憶體的部分原稿，按START/MEMORY鍵。剩餘的原稿將從送稿器中退出。傳送後，記憶體被清除，您可以傳送剩餘的原稿。您還需要傳送記憶體存滿時正在掃描的那頁原稿。

♦ 如果要取消整個傳送，按STOP鍵。

拉稿（要求傳送傳真）

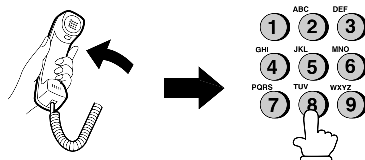
拉稿功能允許您呼叫另一臺傳眞機，讓它發送文件（事先放入送稿器）至您的傳眞機，而無需操作員的幫助。換言之，驅動傳送的是接收方傳眞機，而不是傳送方傳眞機。本傳眞機可用於拉稿和被其他傳眞機拉稿。

若要使用拉稿功能，必須先將快速撥號鍵08／輪詢設定爲用於拉稿鍵。可以按第8章“可選設定”中的說明改變可選設定16。（注意，當快速撥號鍵08／輪詢被設定爲用於拉稿鍵時，不能被用於快速撥號鍵。）

要求傳送

1 請用下列方法之一，撥打所要拉稿的傳眞機號碼：

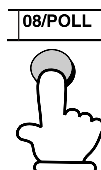
- 拿起聽筒（或按SPEAKER鍵）並按一個單觸撥打鍵。等待傳眞應答音。
- 拿起聽筒（或按SPEAKER鍵）並撥完整號碼。等待傳眞應答音。
- 按SPEED DIAL鍵並輸入兩位數的縮位撥號號碼。
- 用數碼鍵輸入完整的號碼。



（例）

2 按快速撥號鍵08／輪詢。

- 如果使用聽筒，當顯示屏上出現POLLING（拉稿）時將其放回。開始接收。



被拉稿（拉稿等待）

若要讓另一臺傳眞機從本傳眞機拉稿，祇需將接收模式設定爲傳眞模式，並將要發送的文件裝好。

當另一臺傳眞機呼叫本傳眞機並啓動拉稿功能時，將進行傳送。本傳眞機處於拉稿等待時，也可以進行自動接收。

拉稿安全功能

拉稿安全功能可以防止未經許可從本傳眞機拉稿。開啓此功能時，祇有當拉稿傳眞機的號碼已輸入本傳眞機的許可傳眞號碼（稱爲“密碼號碼”）表中時才能進行拉稿。拉稿傳眞機的號碼也必須輸入其自身的表中以便於識別。

若要使用拉稿安全功能，按照以下步驟開啓此功能，然後按下一頁所述輸入許可號碼。

1 如右圖所示按鍵。
顯示屏上將出現ENTRY MODE（輸入模式）。



2 按三次#鍵。
顯示屏上將出現SECURITY SE-LECT（安全功能選擇）。



3 按1鍵開啓拉稿安全功能，或按2鍵將其關閉。



4 按START/MEMORY鍵，然後按STOP鍵。



記憶和刪除允許拉稿的傳真號碼

您可以在本傳真機的許可號碼表中最多記憶10個傳真號碼。

1 如右圖所示按鍵。
顯示屏上將出現ENTRY MODE（輸入模式）。



3

2 按四次#鍵。
顯示屏上將出現PASSCODE# MODE（密碼模式）。






3 按1鍵記憶號碼，或按2鍵刪除號碼。


或


4 **記憶**：輸入01至10之間的兩位數號碼。此號碼代表下一步中您將記憶的號碼。
刪除：輸入代表您要刪除的傳真號碼的數碼，進到步驟6。



（例）

5 輸入傳真號碼（最多20位）。

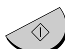







（例）

6 按START/MEMORY鍵。



7 返回步驟4輸入（或刪除）另一個號碼，或按STOP鍵退出。

步驟4或按


鍵

定時操作

定時功能允許您設定在指定的時間自動進行傳送和／或拉稿操作。可以同時設定一次傳送操作和一次拉稿操作，工作時間可以提前24小時指定。

例如，可以使用此功能充分利用電話費便宜的時間段，而當某項操作進行時，您不必親自在場。

註：僅可用縮位撥號號碼撥打接收方傳真機。

設定定時操作

1 如右圖所示按鍵。
顯示屏上將出現 TIMER MODE（定時模式）。



2 按＃鍵設定傳送操作（SEND MODE（發送模式）），或按＊鍵設定拉稿操作（POLLING MODE（拉稿模式））。



3 按1鍵選擇 SET（設定）。

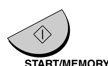


4 以24小時制輸入您要進行操作的時間（小時兩位數，分鐘兩位數）。



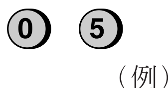
例如：9:25

5 按START/MEMORY鍵。



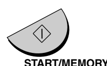
6 輸入接收方傳眞機的縮位撥號號碼。

- 若是拉稿操作，請進到步驟9。



（例）

7 按START/MEMORY鍵。



8 若有必要，調節解晰度和／對比度（若不想改變設定，則跳至下一步驟）。



9 按START/MEMORY鍵後按STOP鍵。若是傳送操作，請在指定的傳送時間之前將文件放入送稿器。



取消操作

如果需要在設定後取消操作，請按照下列步驟進行：

1 如右圖所示按鍵。
顯示屏上出現TIMER MODE（定時模式）。



2 按＃鍵取消傳送操作，或按∗鍵取消拉稿操作。



3 按2鍵選擇CLEAR（取消）。

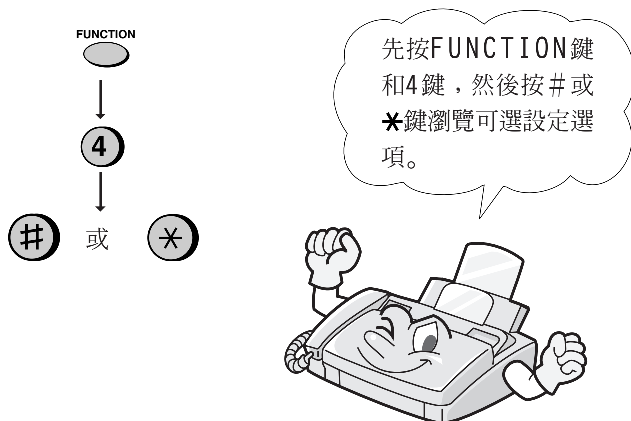


4 按START/MEMORY鍵後按STOP鍵。



章 8 可選設定

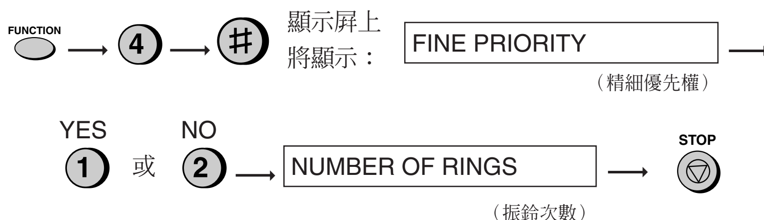
您可以通過可選設定對傳眞機進行調整以滿足您的需要。出廠時已對各選項進行了初始設定，您可以按照以下步驟改變各選項的設定。



設定 1：FINE RESOLUTION PRIORITY（精細解晰度優先權）

此選項用於設定傳送文件的初始解晰度（若未用RESOLUTION鍵進行設定，則使用此解晰度）。按1（YES）鍵將初始解晰度設定爲 FINE（精細），或按2（NO）鍵將其設定爲 STANDARD（標準）。

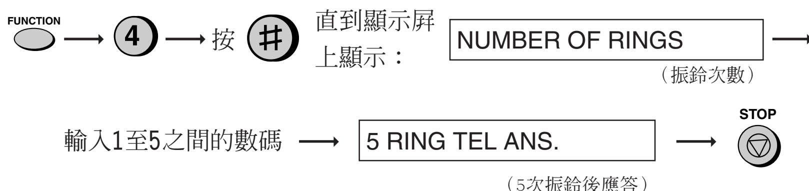
- 初始設定：2



設定 2：NUMBER OF RINGS TO ANSWER（應答振鈴次數）

此選項設定在傳眞和自動識別接收模式傳眞機應答來電之前等待的振鈴次數。輸入2至5之間的數碼。

• 初始設定：2



設定 3：5 RINGS TEL ANSWER（5次振鈴電話應答）

按1（YES）鍵使傳眞機在電話接收模式時5次振鈴後應答。按2（NO）鍵關閉此功能。

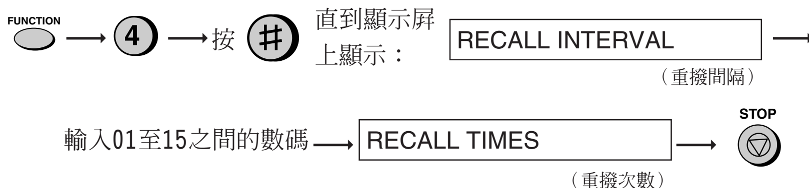
• 初始設定：2



設定 4：RECALL INTERVAL（重撥間隔）

設定電話佔線時傳眞機在兩次自動重撥之間等待的時間。輸入01代表1分鐘，02代表2分鐘等，最大可達到15分鐘。

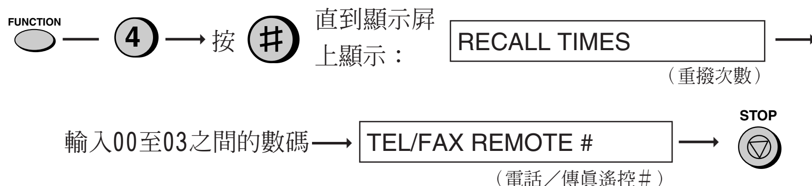
• 初始設定：05



設定 5：RECALL TIMES（重撥次數）

設定電話佔線時傳真機自動重撥的最多次數。輸入00至03之間的數碼。

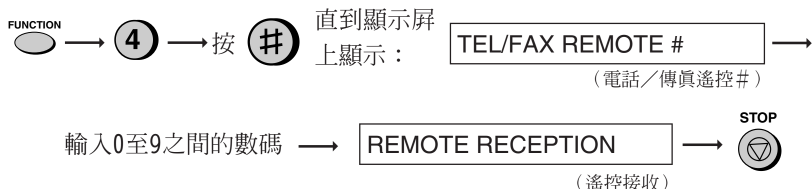
- 初始設定：02



設定 6：TEL/FAX REMOTE NUMBER（TRANSFER CODE）（電話／傳真遙控號碼（轉接碼））

使用與傳真機連接在同一電話線路上的音頻撥號分機電話應答來電時，如果聽到傳真音，您可以在電話機上按5、*和*鍵，讓傳真機開始接收。利用此設定，可以使用5以外的其他數碼開始傳真接收。可以輸入0至9之間的數碼。

- 初始設定：5



設定 7：REMOTE RECEPTION SELECT（遙控接收選擇）

若不想使用上述的TEL/FAX REMOTE NUMBER，可以關閉遙控號碼的檢測。這樣可以確保您在用分機電話通話時，傳真機不會因檢測到與TEL/FAX REMOTE NUMBER相同的訊號而錯誤地試圖開始接收。按1鍵開啟檢測功能，或按2鍵關閉檢測功能。

- 初始設定：1



設定 8：TRANSACTION REPORT PRINT SELECT（處理報告列印選擇）

設定列印處理報告的條件。輸入1至5之間的數碼如下：

1（ALWAYS PRINT）（常規列印）： 每次傳送、接收或出錯後列印報告。

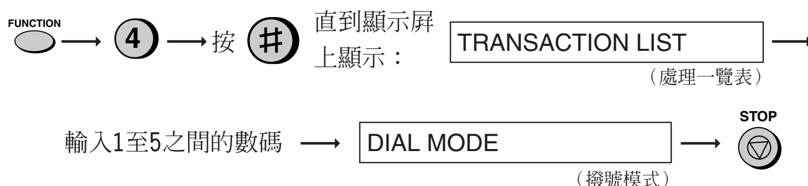
2（ERR/TIMER/MEM）（出錯／定時／記憶體列印）：出錯、定時操作或記憶體操作後列印報告。

3（SEND ONLY）（傳送列印）： 僅傳送後列印報告。

4 （NEVER PRINT）（不列印）：不列印報告。

5（ERROR ONLY）（出錯列印）：僅出錯後列印報告。

- 初始設定：5



設定 9：DIAL MODE（撥號模式）

設定撥號模式。如果是音頻撥號線路，按1鍵，或如果是脈衝撥號線路，按2鍵。

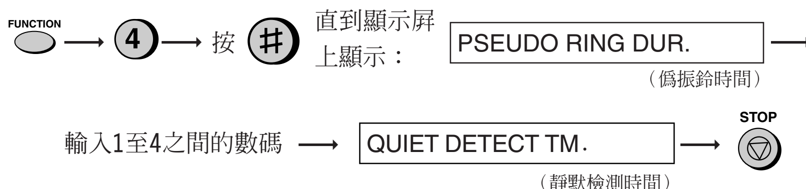
- 初始設定：1



設定 10：PSEUDO RINGING DURATION（僞振鈴時間）

設定自動識別接收模式時的僞振鈴時間。按1鍵爲15秒，按2鍵爲30秒，按3鍵爲60秒，按4鍵爲120秒。

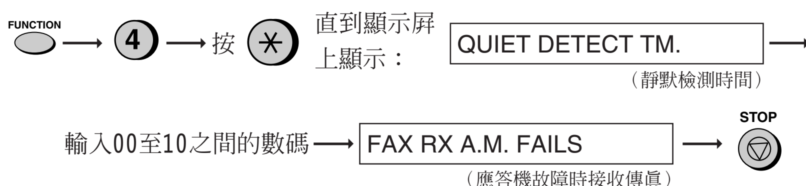
- 初始設定：1



設定 11：QUIET DETECT TIME（靜默檢測時間）

傳眞機上連接應答機時，應答機應答後，如果傳眞機檢測到一段時間的靜默，它將接管電話線路並開始接收。本設定爲靜默時間長度（以秒爲單位）。輸入01至10之間的號碼，或輸入00關閉此功能。

- 初始設定：04



設定 12：FAX RX A.M. FAILS（應答機故障時接收傳眞）

當連接在傳眞機上的應答機在5次振鈴以內未應答，按1（YES）鍵讓傳眞機應答。按2（NO）鍵關閉此功能。

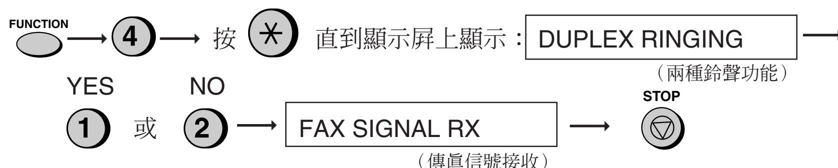
- 初始設定：2



設定 13：DUPLEX RINGING（兩種鈴聲功能）

如果您是Homefax 2或Fax1ine 2的用戶，您可以使用兩種鈴聲功能分別發出傳眞傳送信號和電話信號。在收到傳眞時發出長振鈴聲，在2次振鈴后自動接收；在接到電話時發出短振鈴聲。按“1”鍵開啓兩種振鈴功能，或按“2”鍵將其關閉。（第7章中的“兩種鈴聲功能”對此設定有詳細說明。）

- 初始設定：2



設定 14：FAX SIGNAL RECEIVE（傳真訊號接收）

如果在應答後聽到一聲高頻傳眞音，傳眞機將自動開始接收。如果在同一電話線路上使用電腦傳眞調制解調器，則爲了防止傳眞機錯誤地試圖接收從電腦傳眞調制解調器傳送的文件，必須將此功能關閉。按“1”鍵開啓此功能，或按“2”鍵關閉此功能。

- 初始設定：1



設定 15：JUNK NUMBER CHECK（確認垃圾號碼）

按1鍵拒絕接收來自輸入在防垃圾號碼表中的傳眞號碼的傳眞（和如果您使用撥打電話者ID時的電話號碼）。按2鍵允許接收來自所有號碼的傳眞。

- 初始設定：2



設定 16：POLLING（拉稿）

按1鍵，將快速撥號鍵08／輪詢作爲拉稿鍵使用。按2鍵將其作爲普通快速撥號鍵使用。

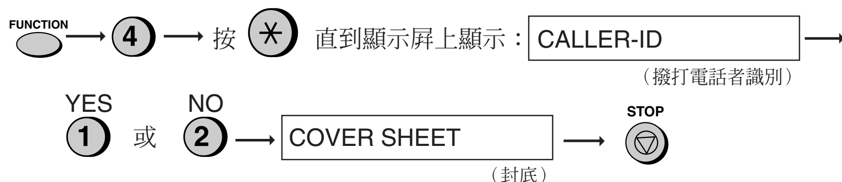
• 初始設定：2



設定 17：CALLER ID（撥打電話者ID）

如果您申請了撥打電話者ID服務並要使用撥打電話者ID功能時，按“1”鍵。若要關閉撥打電話者ID功能，按“2”鍵。（在第 7 章“撥打電話者ID”中有關於撥打電話者ID的詳細說明。）

• 初始設定：2



設定 18：AUTO COVER SHEET（自動封底）

按1（YES）鍵讓傳眞機自動作成一頁封底並且作爲每次傳送的最後一頁發送。按2（NO）鍵將此功能關閉。

- 初始設定：2



設定 19：ACTIVITY REPORT AUTO PRINT OUT（活動報告自動列印）

按1鍵讓傳眞機每進行30次操作自動列印一份活動報告。（需要時也可以按要求列印出一覽表。）按2鍵關閉自動列印功能。

- 初始設定：2



設定 20：ERROR CORRECTION MODE（ECM）（糾錯模式）

按“1”（YES）鍵使傳輸中由電話線噪音引起的失眞在接收端列印之前被校正。它僅當對方傳眞機也有ECM功能時才有效。按“2”（NO）鍵將此功能關閉。

- 初始設定：1



章 9 列印報告和一覽表

您可以列印輸入到傳真機中的設定和資訊一覽表。也可以讓傳真機在操作之後自動列印處理報告。一覽表和報告說明如下。

列印一覽表

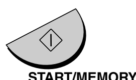
1 如右圖所示按鍵： FUNCTION → 2

顯示屏上將顯示： LISTING MODE （一覽表模式）

2 按#鍵或∗鍵直到所需的一覽表出現在顯示屏上。



3 按START/MEMORY鍵。



活動報告

此報告列出您最近進行的收發操作的有關資訊（一共可以列出30次操作）。此報告分成兩部分：表示傳送資訊的TRANSMISSIONS ACTIVITY REPORT（傳送活動報告）和表示接收資訊的RECEPTIONS ACTIVITY REPORT（接收活動報告）。

♦ 如果可選設定19（自動列印）設定爲YES，則祇要累計到30次操作的資訊，就自動列印出報告。（也可以隨時按要求列印報告。）

♦ 列印報告後，所有資訊將被刪除。如果經過30次操作後無法啓動自動列印，而且未以手動方式列印，則每進行一次新的操作，最早操作的有關資訊就被覆寫。

TRANSMISSIONS ACTIVITY REPORT

05-JUN-2000 03:51

FOR: Johe Doe Corp. 201 555 1234

NO.	DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE
1	05-JUN	03:34 PM	N.Y.	41"	1	SEND	OK
2	05-JUN	03:35 PM		1'21"	2	BROADCAST	
3	05-JUN	03:38 PM	JACK SMITH	59"	2	SEND(M)	OK
4	05-JUN	03:45 PM	JACK SMITH	40"	1	TIMER SEND	OK
			TOTAL	3'41"	6		

GRAND TOTAL TIME: 4M 21S
PAGES: 7

標題說明

SENDER/RECEIVER（發送者／接收者） 處理中涉及的其他傳眞機的傳眞號碼。傳送時，出現撥號號碼。接收時，出現發送方傳眞機的編程 ID。如果本傳眞機無ＩＤ功能，將出現通訊模式（例如，“G3”）。

PAGES（頁數） 傳送或接收的頁數。

NOTE（註） OK（正常）－傳送／接收正常。

P.FAIL（電源故障）－發生電源故障。如果不是因停電而出現問題，請試試插入其他電源插座。若有必要，請電工檢查電源線路。

JAM（夾紙）－出現與列印紙或原稿文件有關的故障。確認列印紙或文件是否正確放入，確認操作面板是否關好。

NO PAPER（紙用完）－接收中列印紙用完。

COM.E-0 至 COM.E-7（通訊故障）－由於電話線路故障影響操作。參見第11章中“問題和解決方法”中的“線路故障”。

CANCEL（取消）－因爲按STOP鍵、送稿器上沒有文件或對方傳眞機要求用本傳眞機不具備的功能進行傳送等原因，傳送被取消。如果您試圖發送傳眞，確認文件已放入送稿器；如果您正在接收，請與傳眞發送方聯繫，詢問對方發送的方法。

定時操作一覽表

此表列出當前所設定的定時操作。

```
TIMER LIST
                                        07-JUL-2000 02:46
      FOR: Johe Doe Corp.          201 555 1234
TIMER SEND
      START          05:15
      RECEIVER       N.Y.
      RESOLUTION     FINE       :AUTO

TIMER POLLING
      START          10:00
      SENDER         JACK SMITH
```

電話號碼一覽表

此表列出已記憶用於自動撥號的傳眞和電話號碼。

TELEPHONE NUMBER LIST

07-JUL-2000 02:41

FOR: Johe Doe Corp. 201 555 1234

SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-6340
02	JACK SMITH	125-563-8462
03	ANDERSON	230-347-6385
04	JANE	812-937-0142
05	MACDONALD	370-552-2836

密碼一覽表

此表列出用於拉稿安全功能的設定、輸入傳眞機的您的姓名和傳眞／電話號碼，以及列印在您傳送的每一頁文件頂端的標題樣本（HEADER PRINT（標題列印））。

PASSCODE LIST
07-JUL-2000 02:43
FOR: Johe Doe Corp 201 555 1234

POLLING MODE
SECURITY OFF

PASSCODE NO.
01 1237856340
02 1255638462
03
04
05
06
07
08
09
10

PRIORITY CALL NO.
2015568267

SENDER'S NAME
Johe Doe Corp.
SENDER'S TELEPHONE NUMBER
201 555 1234
HEADER PRINT
07-JUL-2000 02:43 Johe Doe Corp. 201 555 1234 P.01

可選設定一覽表

此表列出可選設定的當前狀態。

OPTIONS SETTING LIST
01-JUL-2000 22:12
FOR:

NO.	ITEM	SETTING
1	FINE PRIORITY	NO
2	NUMBER OF RINGS IN AUTO ANSWER MODE	1 RING
3	5 RINGS TEL ANSWER	NO
4	RECALL INTERVAL	05 MINUTES
5	RECALL TIMES	02 TIMES
6	TEL/FAX REMOTE NO.	(5)**
7	REMOTE RECEPTION	YES
8	TRANSACTION PRINT SELECT	ERROR ONLY
9	DIAL MODE	TONE
10	PSEUDO RINGING DURATION	15S
11	QUIET DETECT TIME	04S
12	FAX ANSWER WHEN A.M. FAILS	NO
13	DUPLEX RINGING	NO
14	FAX SIGNAL RECEIVE	YES
15	JUNK NO. CHECK	NO
16	POLLING	NO
17	CALLER-ID	NO
18	COVER SHEET	NO
19	AUTO PRINT OUT	NO
20	ECM MODE	YES

防垃圾號碼一覽表

此表列出由防垃圾傳真功能拒絕接收的傳真號碼。

ANTI JUNK NUMBER LIST
07-JUL-2000 02:50

ANTI JUNK NO. CHECK : NO

STORED LOCATION	JUNK FAX NO.
1	2015546621
2	2014573321
3	1023570251

撥打電話者ID一覽表

此表列出最近的未應答電話（最多20個）的有關信息。（此表僅當您使用撥打電話者ID功能時才可用。）

CALLER-ID LIST
07-JUL-2000 13:20

AREA CODE: 123
FOR: Johe Doe Corp. 201 555 1234

NO.	DATE	RX TIME	NAME	TELEPHONE #	MODE
01	07-JUL	13:10	ANDERSON ALLEN	201-556-8267	FAX
02	07-JUL	13:11	MACDONALD MIKE	102-872-6621	FAX
03	07-JUL	13:11	SMITH SHARON	202-441-3900	A.M.
04	07-JUL	13:12	JONES JENNIFER	963-4451	TEL

列印設定一覽表

此表列出通過按FUNCTION鍵和6鍵進行的列印設定的當前狀態。

PRINT SET UP LIST
07-JUL-2000 18:09
FOR: John Doe Corp. 201 555 1234

NO.	ITEM	SETTING
1	INITIALIZE FILM	14-JAN-2000
2-1)	RECEPTION RATIO	AUTO
2-2)	PRINTING RATIO IN MEMORY FULL	93%
3	2 IN 1 PRINT	NO
4	PRINT CONTRAST	NORMAL
5	COPY CUT OFF	YES

處理報告

完成操作後，傳眞機自動列印處理報告以便您檢查結果。出廠時傳眞機設定為僅在出錯時列印處理報告。若有必要，您可以改變設定，使其在其他條件下進行列印。按照第8章的說明改變可選設定8（處理報告列印選擇）。

♦ 處理報告上出現與活動報告上相同的標題。請參見本章中有關活動報告的標題說明。

♦ 處理報告無法以手動方式列印。

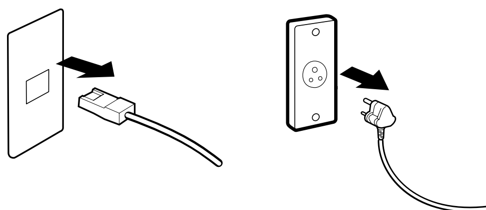
章 10

保養

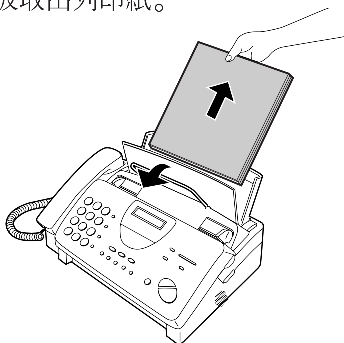
傳真列印頭

請經常清潔列印頭以確保傳眞機的最佳列印效果。

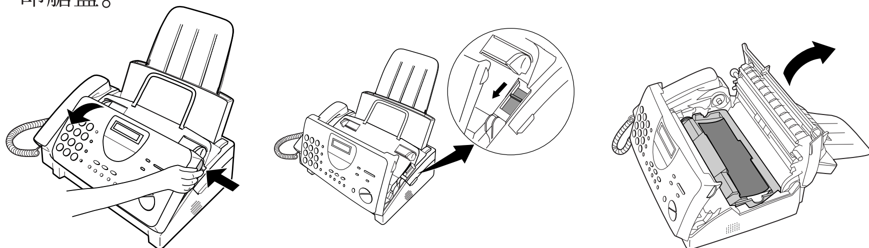
1 先拔下電話線，然後拔下電源線。



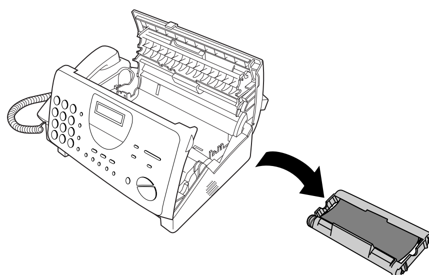
2 向前拉列印紙釋放板取出列印紙。



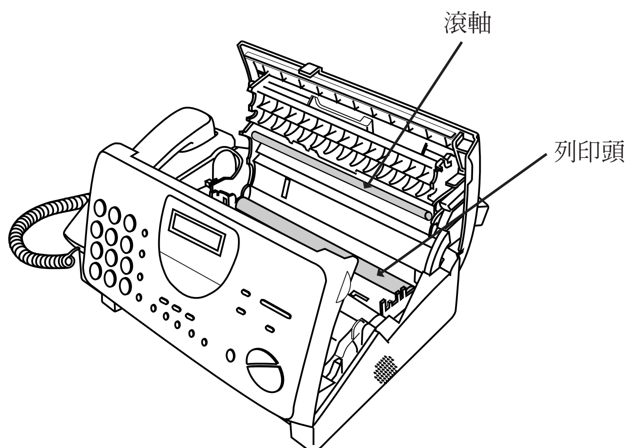
3 打開操作面板（抓住指孔向上拉），然後向前拉傳眞機右側的鬆開鈕打開列印艙蓋。



4 將成像膠片匣從列印艙中取出，放在一張紙上。



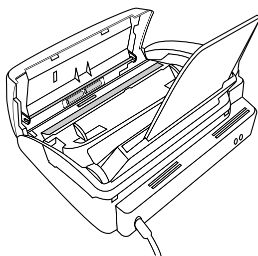
5 用異丙醇擦拭列印頭和滾軸。



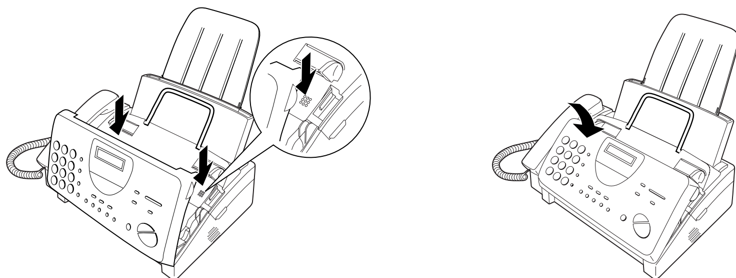
小心！

- 請勿使用苯或稀釋劑。避免用硬物碰觸列印頭。
- 如果傳真機剛接收了大量文件，列印頭可能很燙。在這種情況下，清潔前先讓列印頭冷卻。

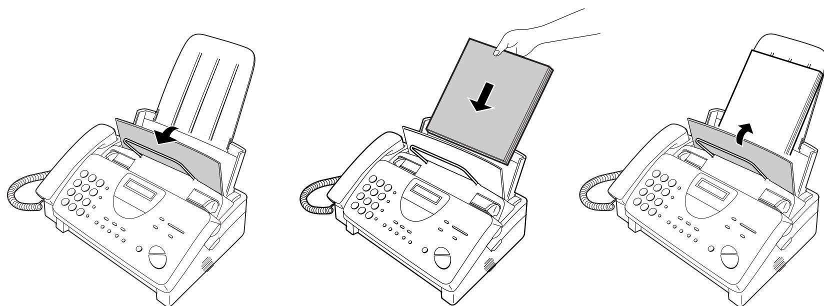
6 將成像膠片匣放回列印艙。



7 關上列印艙蓋（向下按兩側使其發出喀嗒聲到位），然後關上操作面板。



8 向外推動列印紙釋放板並重新將列印紙放到列印紙托架上，然後將列印紙釋放板推回。



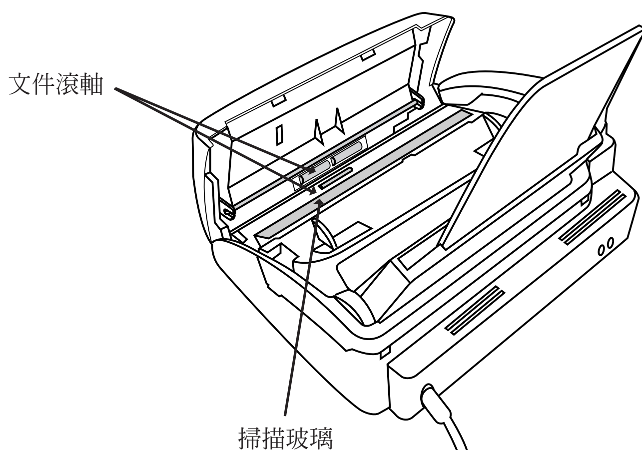
- 如果顯示屏上出現SET PAPER & PRESS START KEY（放紙 & 按START鍵），務必確認紙張是否正確插入並按START/MEMORY鍵。

掃描玻璃和滾軸

請經常清潔掃描玻璃和滾軸，以確保傳送影像和影印文件的品質。打開操作面板（抓住指孔向上拉），用軟布擦拭掃描玻璃和滾軸。

♦ 務必擦除所有灰塵和污跡（如塗改液等），因為這類污跡將會在傳送影像和影印文件上產生垂直線條。

♦ 可用透明膠帶清除滾軸上落下的碎屑。



小心：擦拭時，請注意不要損壞操作面板下面的突出部件。

外殼

請用乾布擦拭傳真機的外殼和表面。

小心！

- 請勿使用苯或稀釋劑。這類溶液可能損壞傳真機或使其褪色。

章 11

故障檢修

問題和解決方法

應答機連接裝置

問題	檢查和解決方法
應答機連接裝置工作不正常。	• 確認傳真機的接收模式設定於外接答錄。 • 確認傳真機的TEL．LINE插座與牆壁插座相連接。 確認傳真機的TEL．SET插座與應答機的電話線插座（而非應答機的分機電話插座）相連接。 • 確認應答機的外出留言在10秒以內。 • 確認可選設定11（靜默檢測時間）設定爲3或4秒（參見第8章）。

線路故障

問題	檢查和解決方法
顯示屏上出現LINE ERROR（線路故障），而且／或者列印出處理報告，在NOTE（註）一欄中標有COM.E-和從0至1，2，3，4，5，6，或7中的一個數碼。	• 再處理一次。如果仍然出錯，請檢查下列各項： • 檢查連接。從TEL. LINE插座到牆壁插座的電線長度應不長於兩米。 • 確認是否有其他調制解調器裝置使用同一電話線路。 • 詢問對方，確認其傳真機是否正常工作。 • 檢查電話線路是否有噪音。 • 試試將傳真機連接在其他電話線路上。 • 如果問題仍然存在，傳真機可能需要修理。

撥號和傳送問題

問題	檢查和解決方法
拿起聽筒或按SPEAKER鍵時無撥號音。	• 確認聽筒接線連接在正確的插座上。請參見第1章“連接”中的“聽筒”。
不能撥號。	• 確認電源線正確插入電源插座上。 • 確認電話線正確插入TEL. LINE插座和牆壁插座。 • 確認傳真機設定於對應電話線路的正確撥號模式。請參見第8章中的可選設定9。

電源接通，但無法傳送文件。	• 確認接收方傳眞機中有列印紙。 • 確認電話線插入TEL.LINE插座，而不是TEL.SET插座。 • 如果接收方傳眞機處於手動模式，而操作員不在場，則無法進行接收。 • 如果接收方傳眞機不是夏普機型，請確認它具有G3兼容性。 • 查看顯示屏上的出錯資訊。 • 拿起聽筒並檢查撥號音，用普通（手動）撥號呼叫接收方傳眞機，確認對方是否應答。
對方接收後沒有列印出任何內容。	• 確認將用於傳送的文件正面朝下放入送稿器。
對方接收的圖文失眞。	• 電話線路干擾可能引起失眞。請重新發送一次。 • 在傳眞機上影印一份文件，如果影印件也失眞，可能是傳眞機有問題。如果問題一直存在，請找人進行維修。

接收和影印問題

問題	檢查和解決方法
電源接通，但無法接收文件。	• 確認牆壁插座與TEL.LINE插座相連，而不與TEL. SET插座相連。
試圖接收傳眞時，出來的列印紙爲空白。	• 確認文件正確安放在傳送傳眞機的送稿器上。影印一份文件確認傳眞機的列印功能正常。

總體列印質量差。	• 選用適合於傳真機中的熱轉移列印頭的列印紙很重要。最好使用表面非常光潔的鐳射質量列印紙。也可以用影印紙，但有時可能會產生輕度的質量問題。
接收的文件模糊。	• 要求對方發送高對比度的文件。如果對比度仍然太低，可能是傳真機有問題，請影印一份文件檢查其效果。
接收的圖文失真。	• 電話線路干擾可能引起失真。請要求對方重新發送一次。 • 列印頭可能髒了。請參見第10章中的“傳真列印頭”。 • 在傳真機上另外影印一份文件，如果影印件也失真，可能是傳真機有問題。如果問題一直存在，請找人進行維修。
影印質量差和／或出現黑點。	• 掃描玻璃上的任何污垢或異物都將使影印件和傳送的傳真上出現斑點。按照第10章中的說明清潔傳真機列印頭和掃描玻璃。
接收／影印被中斷。	• 接收或影印持續很長時間時，列印頭可能會過熱。請關閉電源讓其冷卻。
列印出的接收文件或影印件有條紋。	• 確認操作面板和操作面板下的列印艙蓋完全關好（按下兩側）。（若要關上列印艙蓋，抓住操作面板的頂部將其拉開，然後向下按列印艙蓋的兩側。）

一般問題

問題	檢查和解決方法
不能在傳真機中編製資訊。	• 確認傳真機的電源線插入電源插座，而且已安裝好成像膠片和列印紙。（如果未安裝成像膠片和列印紙，則不能進行設定。）請參見第1章中的“安裝成像膠片”和“安放列印紙”。
顯示屏上不出現任何內容。	• 確認電源線正確插入電源插座。 • 將另一臺電器裝置插入該電源插座，以確認它是否有電。
按任何鍵時傳真機均無反應。	• 如果按鍵時不發出嗶音，請拔下電源線，然後在數秒鐘以後再插回。
傳送或影印時自動送稿器不工作。	• 請檢查文件的尺寸和重量（參見第2章中的“發送文件”）。
分機電話上的通話被傳真機打斷。	• 如果接收模式設定於外接答錄，傳真機可能中斷通話。若要防止音頻撥號分機電話上的通話被中斷，應答後按分機電話上的任意三個鍵。（註：請勿輸入啓動傳真接收的代碼。）
試圖進行拉稿時沒有接收到任何內容。	• 確認列印紙沒有用完。 • 確認傳送方傳真機處於自動接收模式。 • 如果傳送方傳真機有拉稿安全功能，確認本傳真機的號碼已輸入本傳真機和傳送方傳真機中。

資訊和訊號

顯示資訊

A.M. OFF HOOK（應答機摘機）	傳真機爲外接答錄模式時，當拿起連接在傳真機上的應答機（或分機電話）的聽筒時此訊息出現。
CHECK PAPER SIZE（檢查紙張尺寸）	紙張尺寸設定不正確。請按照第1章中“安放列印紙”的說明改變紙張尺寸設定。
COVER OPEN（蓋子打開）	列印艙蓋（在操作面板下）打開啦。打開操作面板（抓住頂部向前拉），然後向下用力按列印艙蓋的兩側將其關閉。
DOCUMENT JAMMED（文件夾住）	原稿文件被夾住。請參見下一節“清除夾紙”。
FAX RX IN MEMORY（傳真接收至記憶體）	由於成像膠片需要更換、列印紙用完或夾紙，傳真被接收至記憶體。問題解決後將自動列印出傳真。
FILM END（膠片用完）	可能需要更換成像膠片。檢查膠片，如果需要請更換。
FUNCTION MODE（功能模式）	按了**FUNCTION**鍵。
HOLD（保留）	在通話中按了**HOLD/SEARCH**鍵，保留對方的電話。再按一下**HOLD/SEARCH**鍵解除保留。
LINE ERROR（線路故障）	傳送或接收不成功。按**STOP**鍵清除資訊，然後再試一次。如果故障仍然存在，請參見本章“問題和解決方法”中的“線路故障”。

MEMORY IS FULL（記憶體存滿）	記憶體存滿了。這可能發生在傳真接收中因接收到太多的資料而來不及列印時。如果傳真因無法列印而接收至記憶體（將出現其他資訊指出此問題），請解決問題，使列印能夠連續進行（參見第3章中的“代替接收至記憶體”）。如果試圖從記憶體傳送，參見第7章中的“從記憶體發送文件”。
MEMORY PRINT-ING（記憶體列印）	傳真從記憶體準備或列印文件。
NO DATA（無資料）	如果您試圖搜尋自動撥號號碼，而沒有記憶內容時，將出現此資訊。
NO #STORED（無記憶）	您試圖撥打或清除未編程的快速撥號鍵或縮位撥號號碼（未分配給它完整的號碼）。
OUT OF PAPER（紙用完）	列印紙用完（或列印紙釋放板開啟）。按照第1章中“安放列印紙”的說明裝紙。
ON HOOK DIAL（掛機撥號）	按SPEAKER鍵後，傳真機等待您撥號。（若要返回日期和時間顯示，再按一下SPEAKER鍵。）
OVER HEAT（過熱）	列印頭過熱。等它冷卻後操作將繼續。
PAPER JAMMED（夾紙）	列印紙被夾住。參見下一節“清除夾紙”。
READY TO SEND（等待發送）	已放入文件，傳真機等待傳送或影印指示。
RECALLING（重撥）	如果您試圖以自動撥號發送傳真而電話佔線或接收方傳真機不應答時出現此資訊。本傳真機將自動重新撥號。（參見第2章中“以自動撥號發送傳真”中的“自動重撥”。）

SEARCH DIAL （搜尋撥號）	按HOLD/SEARCH鍵後，按＃或*鍵搜尋一個自動撥號號碼，或按STOP鍵返回日期和時間顯示。（參見第2章中“以自動撥號發送傳真”中的“使用HOLD/SEARCH鍵”。）
SET PAPER &/ PRESS START KEY （放紙／按START鍵） （交替訊息）	檢查列印紙。如果托架空了，加紙然後按START/MEMORY鍵。如果托架上有紙，確認紙張插入是否正確然後按START/MEMORY鍵。
TOTAL PAGE（S） 01（總頁數）	傳送、接收或影印的頁數。

聲音訊號

連續音	3秒	表示傳送、接收或影印結束。
斷續音（3聲嗶音）	5秒 （響1秒，停1秒）	表示傳送、接收或影印未完成。
快速斷續音	35秒 （響0.7秒，停0.3秒）	表示聽筒未掛好。

清除夾紙

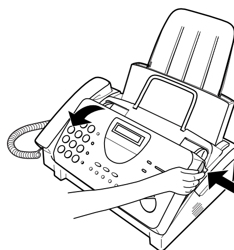
清除夾住的文件

在傳送或影印中，如果原稿文件沒有被正確送入，或顯示屏上出現DOCU-MENT JAMMED（文件夾住），首先按**START/MEMORY**鍵。如果文件仍不出來，請按以下步驟將其取出：

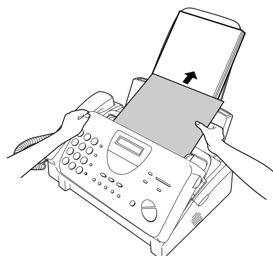
重要：

請勿試圖在未打開操作面板時取出文件，否則可能損壞送稿器機構。

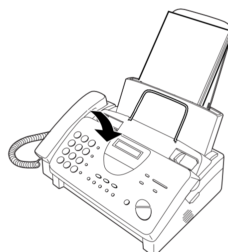
1 抓住指孔向上拉打開操作面板。



2 取出文件。

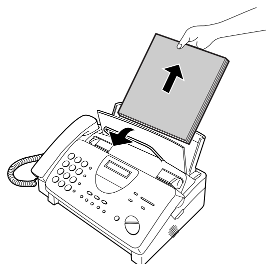


3 關上操作面板，務必使它發出喀嗒聲到位。

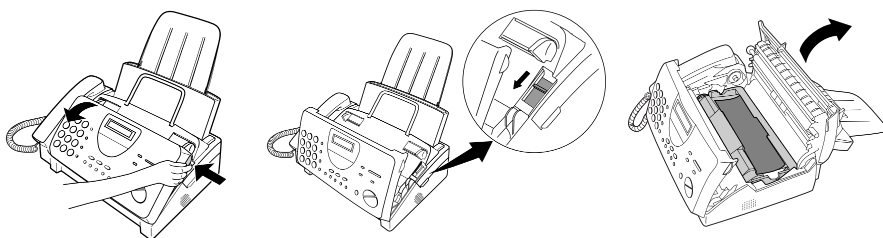


清除夾住的列印紙

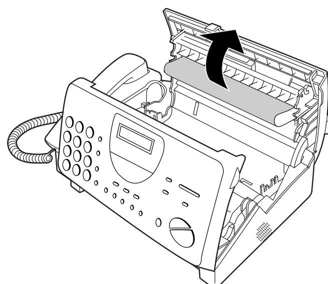
1 向前拉列印紙釋放板取出列印紙。



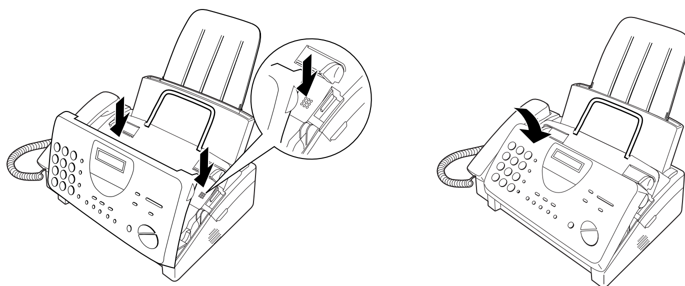
2 打開操作面板（抓住指孔向上拉），然後向前拉傳真機右側的釋放鈕打開列印艙蓋。



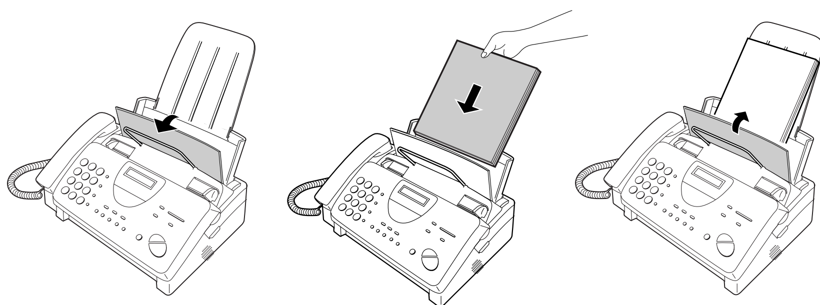
3 輕輕將夾紙拉出傳真機，確認沒有碎紙片留在列印艙或滾軸中。



4 關上列印艙蓋（向下按兩側使其發出喀嗒聲到位），然後關上操作面板。

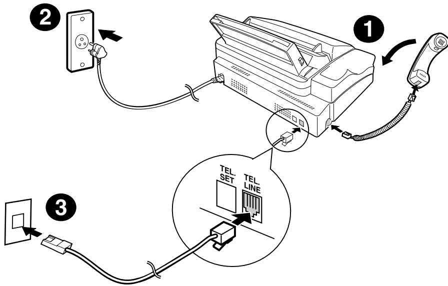


5 向外推動列印紙釋放板並重新將紙放入列印紙托架，然後推下列印紙釋放板。



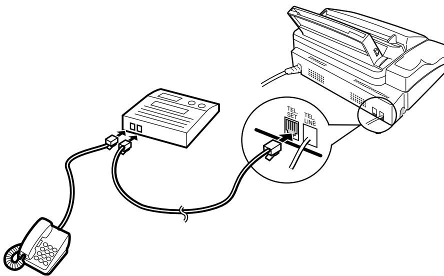
- 如果顯示屏上出現SET PAPER & PRESS START KEY（放紙 & 按START鍵），務必確認紙張是否正確插入並按START/MEMORY鍵。

安裝



1. 如圖所示連接聽筒。
2. 將電源線插入接地的220-240V插座。
3. 將電話線的一端插入傳真機背面的TEL. LINE插座中，將另一端插入牆壁上的電話插孔。

連接應答機和／或分機電話



1. 取下貼在傳真機背面TEL. SET插座上的封條。將分機電話或應答機連接至TEL. SET插座。
2. 如果需要，在應答機上連接一臺分機電話。

輸入您的姓名和傳真號碼

註：進行以下操作之前必須安裝成像膠片和列印紙。

1. 按：FUNCTION 3 # #

顯示屏上顯示：OWN NUMBER SET

（您自己的傳真號碼設定）

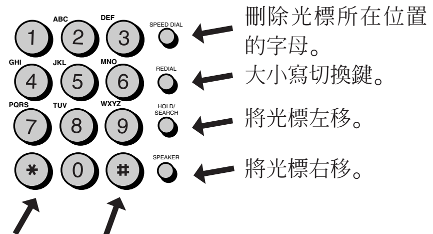
2. 按：START/MEMORY
3. 按數碼鍵輸入傳真號碼（最多20位）。

♦ 如果出錯，按HOLD/SEARCH鍵將光標移回到出錯位置，然後輸入正確的數碼或字母。

4. 按：START/MEMORY
5. 按下圖所示按適當的數碼鍵輸入您的姓名。

♦ 若要連續輸入兩個需用同一個鍵的字母，在輸入第一個字母後按SPEAKER鍵。

A = 2 2	J = 5 5	S = 7 7 7 7 7
B = 2 2 2	K = 5 5 5	T = 8 8
C = 2 2 2 2	L = 5 5 5 5	U = 8 8 8
D = 3 3	M = 6 6	V = 8 8 8 8
E = 3 3 3	N = 6 6 6	W = 9 9
F = 3 3 3 3	O = 6 6 6 6	X = 9 9 9
G = 4 4	P = 7 7	Y = 9 9 9 9
H = 4 4 4	Q = 7 7 7	Z = 9 9 9 9 9
I = 4 4 4 4	R = 7 7 7 7	SPACE = 1 1



按一次或數次這兩個鍵之一選擇和輸入符號。

6. 結束後，按：START/MEMORY STOP

設定日期和時間

註：進行以下操作之前必須安裝成像膠片和列印紙。

按：FUNCTION 3 ＊ ＊ ＊

顯示屏上顯示：DATE & TIME SET

（日期和時間設定）

按**啓動／記憶**鍵：START/MEMORY

輸入兩位數的日期（01至31）。
輸入兩位數的月份（01至12）。
輸入四位數的年份（如：2000）。
輸入兩位數的小時（00至23）。
輸入兩位數的分鐘（00至59）。
結束後，按：START/MEMORY STOP

記憶和刪除用於自動撥號的號碼

註：進行以下操作之前必須安裝成像膠片和列印紙。

1. 按：FUNCTION 3 #

   顯示屏上顯示：FAX/TEL # MODE

   （傳眞／電話模式）
2. 按1鍵記憶號碼或按2鍵刪除號碼。
3. 輸入一個兩位數的快速撥號號碼（01至08用於快速鍵撥號，09至88用於縮位撥號。）（如果是刪除號碼，進到步驟7）。
4. 輸入完整的電話／傳眞號碼。
5. 按：START/MEMORY
6. 按數碼鍵輸入您的姓名（最多20個字符）。（參見"輸入您的姓名和傳眞號碼"中的字母輸入表。）
7. 按：START/MEMORY STOP

發送文件

將文件（最多10頁）正面朝下放在送稿器上。

普通撥號

1. 拿起聽筒或按 SPEAKER
2. 撥傳眞號碼。
3. 等待接收音（若有人應答，請他們按啓動鍵）。
4. 按：START/MEMORY

快速鍵撥號

按適當的快速鍵。傳送將自動開始。

縮位撥號

1. 按：SPEED DIAL
2. 輸入兩位數的縮位撥號號碼。
3. 按：START/MEMORY

接收文件

按：RECEPTION MODE

FAX模式：傳眞機在響2次鈴聲後自動應答並接收發來的文件。

TEL模式：→ 傳眞音 → START/MEMORY → RECEIVING →

（接收）

TEL/FAX模式：傳眞機在響2次鈴聲後自動應答並接收傳眞。聲音來電（包括手動撥號傳眞傳送）則以特殊鈴聲通知。

A.M.模式：傳眞機上連接應答機而且應答機的電源接通時選擇此模式。

索引

